

# **AVIATION TRAINING AND READINESS INFORMATION SYSTEM VERSION A USERS GUIDE**

## **ATRIMS (A) 1-98**

ATRIMS (A) 1-98 is an information management program designed to assist the Marine Corps AVIATION community in tracking all personnel training data, flight hours and CRP averages. This User's guide is designed to provide the users with step-by-step guidance in using the system. The system sponsor is Training And Education Division, Standards Branch, Quantico, Va. Program support is provided by the Marine Corps Computer and Telecommunications Activity (MCCTA), Quantico, Va.

## TABLE OF CONTENTS

	Page
1.0 SYSTEM DESCRIPTION.....	1
1.1 SYSTEM INSTALLATION.....	1 - 8
2.0 HOW TO USE THE SYSTEM.....	9
2.1 Exit.....	9
2.2 Syllabus.....	9
2.2.1 Synchronize Syllabus.....	9 - 10
2.2.2 Edit Type Equipment Codes (TEC).....	11
3.0 Reference Material.....	12
3.1 Syllabus List.....	12
3.2 Chains.....	13
3.3 Core Listing.....	14
3.4 Currency Listing.....	14
4.0 Edit.....	15
4.1 Unit Name.....	15
4.2 Crewmember Info.....	15 - 24
5.0 Navflirs.....	25
5.1 Bring in Update.....	25 - 27
5.2 Create Documents.....	28
5.3 View Local Documents.....	28
5.4 Update.....	29
6.0 Detachment.....	29
6.1 Create Detachment.....	30 - 33
6.2 Merge Detachment.....	34
7.0 Reports.....	35
7.1 Syllabus.....	35
7.1.1 GreaseBoard.....	35 - 36
7.1.2 Core GreaseBoard.....	36 - 37
7.1.3 Currency GreaseBoard.....	38 - 39
7.2 Crew.....	38
7.2.1 Transfer Data.....	38 - 40
7.2.2 Crew Summary.....	41
7.2.3 Training Forecast.....	42
7.2.4 Landings.....	43
7.2.5 Training History.....	44

7.2.6 Ordnance.....	45
7.3 Unit.....	45
7.3.1 Payload Data.....	45
7.3.2 Weapons GreaseBoard.....	46
7.4 SpreadSheet.....	46
7.4.1 New.....	46
7.4.2 Select.....	47 - 48
8.0 Utilities.....	49
8.1 Backup Atrims Data.....	49
8.2 Restore Atrims Data.....	50
8.3 Update Drive - A:\.....	50
9.0 Print.....	50

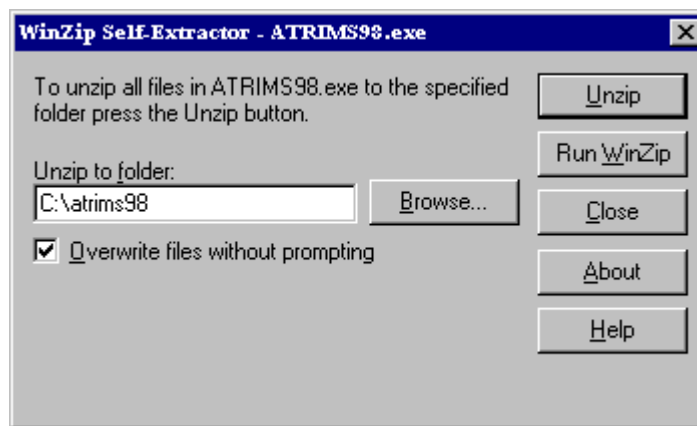
## 1.0 SYSTEM DESCRIPTION

ATRIMS (A) 1-98 is designed to work using the WINDOWS 95 and WINDOWS NT Operating Systems. It will not run on a DOS machine. There are no previous versions of this system that are compatible. .

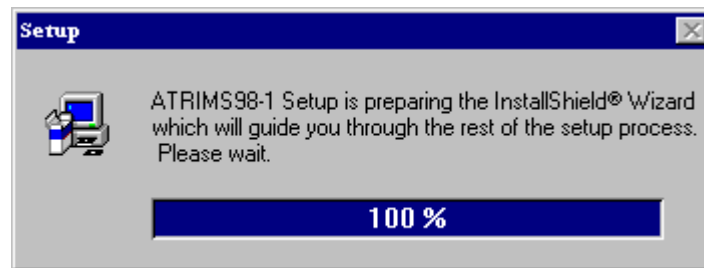
After downloading the self-extracting file to a temporary directory, Double-Click on the ATRIMS98.EXE file. The following will describe the user input needed to install the program.

## 1.1 NSTALLATION PROCEDURES

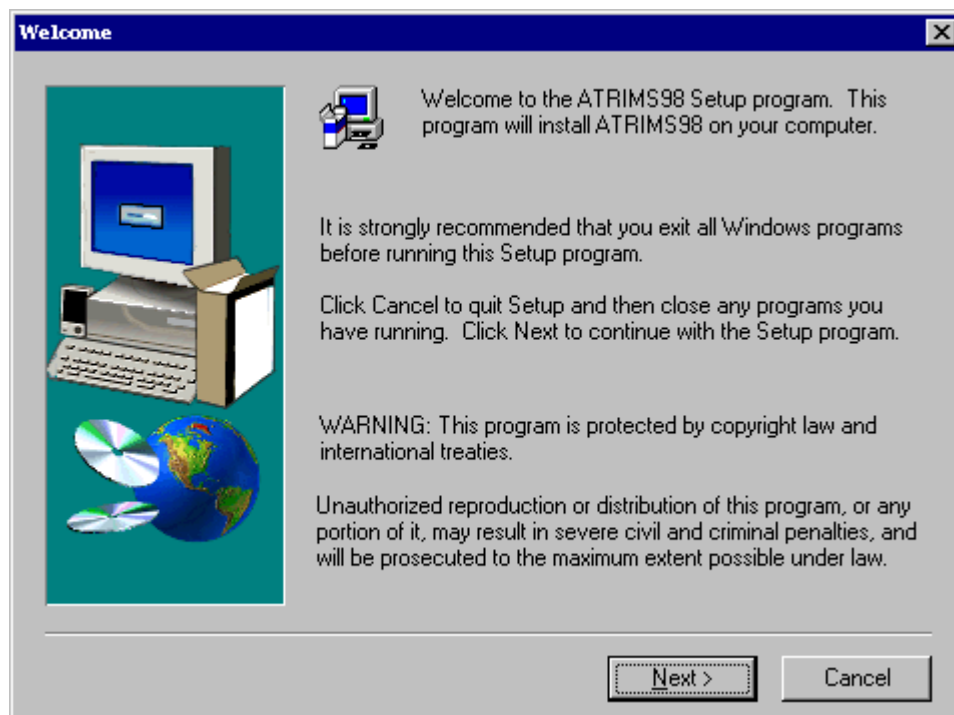
1. Double-Click on the ATRIMS98.EXE file that you downloaded from the Web site. The following screen will appear:



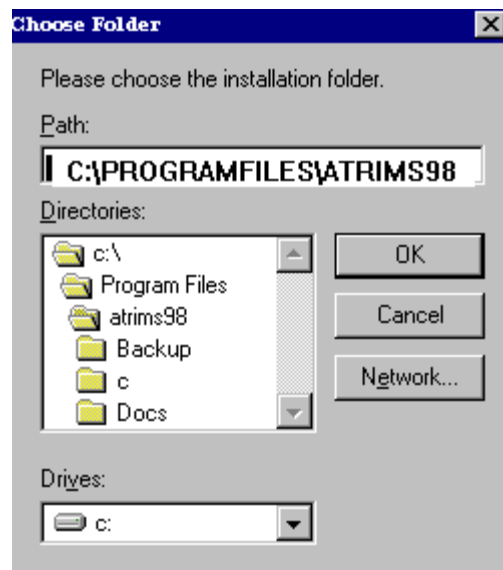
2. You now have the option of where to unzip this file. Default will unzip the installation files to C:\WINDOWS\TEMP directory. If you select Browse, then you can designate any directory or create a new one. This can also be done by simply typing the directory name in the box. If you type a directory that does not currently exist, the system will create this directory and unzip the files into it once you have selected the **UNZIP** button.
3. Once the above process has been done, **CLOSE** the window. Go to the directory you selected to download and select **Setup.exe**. The following screen will appear:



Once the InstallShield Wizard has completed, the following screen will appear:



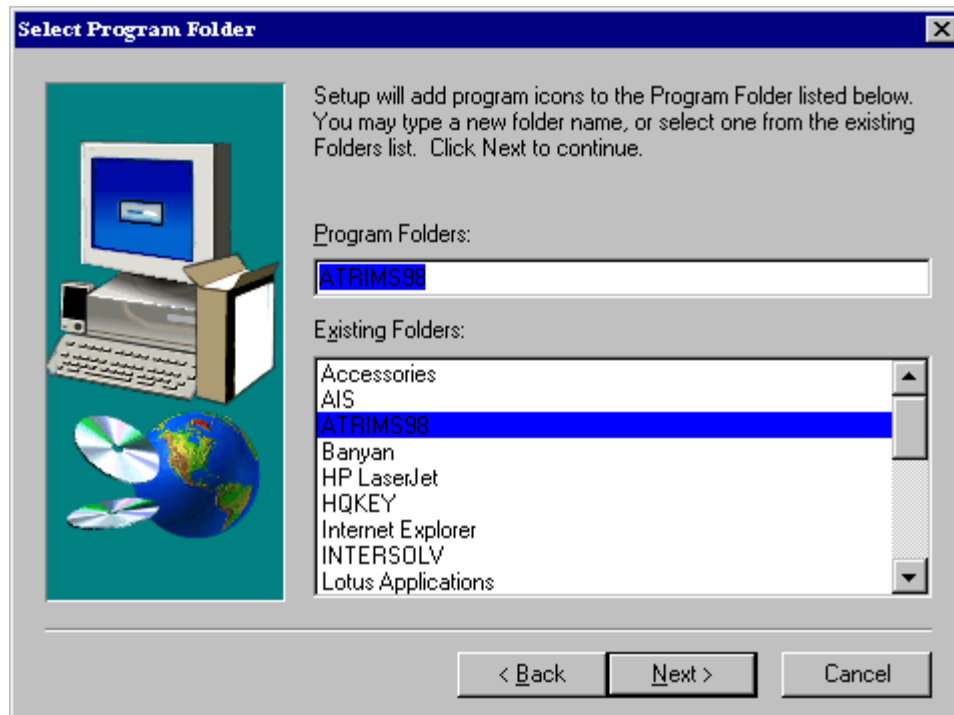
Click on <NEXT>. The next screen will appear:



Select **Browse** to choose the directory for the installation, or type the directory name in the box. After you have chosen the directory, click on the OK button.

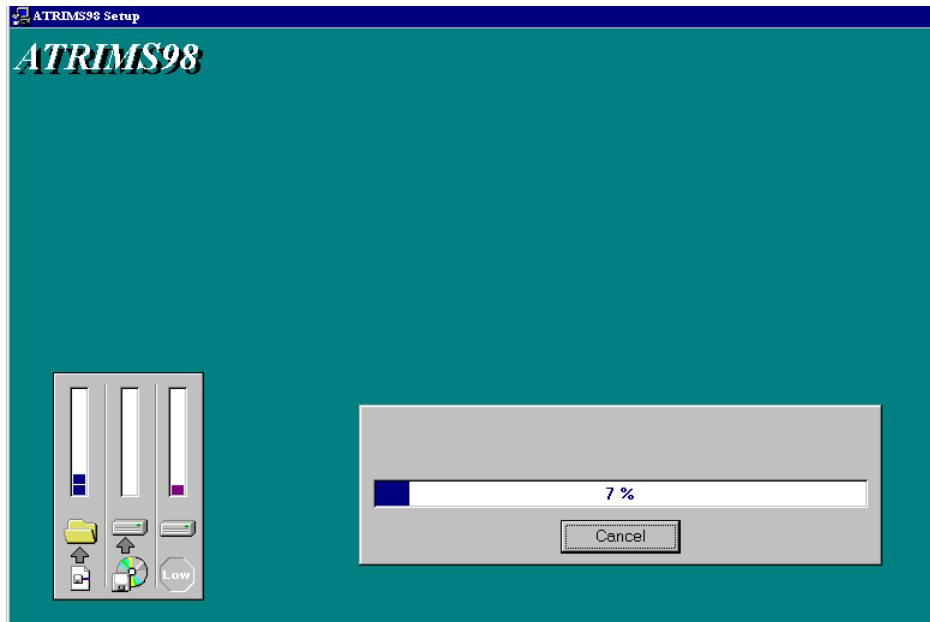
:

The next screen will appear

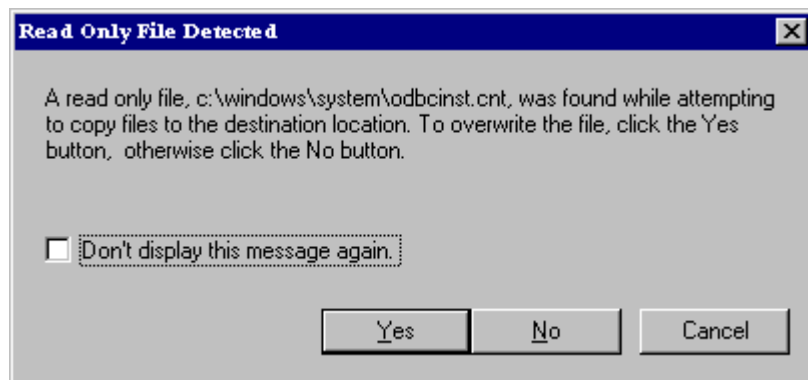


This screen is stating where the program will be placed and telling you that it will create program Icons. You only need to select <NEXT>.

Once you have selected <NEXT>, the following screen will appear:

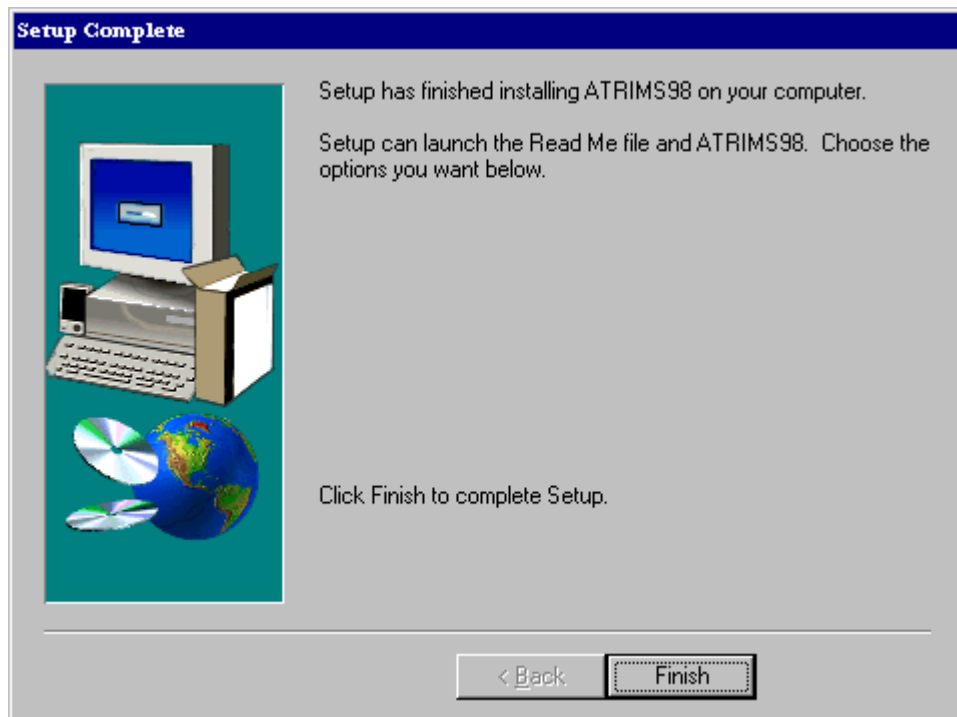


This process will run automatically. Occasionally, you may run into a screen that will need your input. An example of this follows:





Select **YES** when you encounter these screen options. You can also select '**Don't display this message again**'. This will turn off the user interface requirement. This will continue the above process. Once the process has completed you will need to select <FINISH> at the next screen:



Once you selected <**FINISH**>, your installation is complete.

4 To convert your current information to the format to run with this new version of ATRIMS, you will need to follow the next steps:

- If you are using the same computer as your current ATRIMS computer to run the new program, go to WINDOWS EXPLORER and open your ATRIMS folder and double-click on the FILDAT.EXE file. This will create 6 text files. These files are:

CHAIN.TXT	CREW.TXT
FLITETM.TXT	SORTIREC.TXT
SYLBUSID.TXT	SYLLABUS.TXT

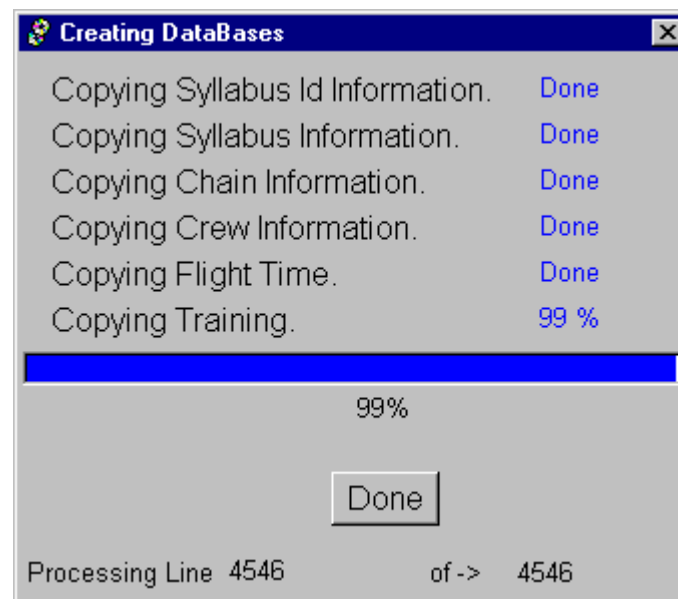
After the installation process has completed, go to the 'START' bar, select 'PROGRAM ATRIMS 98', select 'DATA CONVERSION UTILITY', click on this option. This option will convert your current ATRIMS data to work with the new WINDOWS VERSION of ATRIMS.

If the new system will be used/loaded on a different computer than you are currently running your ATRIMS on, then you will need to do the following steps:

- Copy the FILDAT.EXE file to your current ATRIMS directory and perform the same steps as above. (If you do not have WINDOWS 95 on this machine, simply type FILDAT at the C:\ATRIMS> prompt and hit <ENTER>. Copy the above 6 (six) files to a diskette.

- Once the above step is complete, create a separate ATRIMS directory on the computer that you will be using to run the new WINDOWS VERSION of ATRIMS and copy the six text files that you created to this directory. Once you have done this, follow the directions above to convert your 'old' database to use in the new system.

Once you have started the conversion process, the following screen will appear:



**NOTE: Everyone will not have 99%. All systems will vary.**

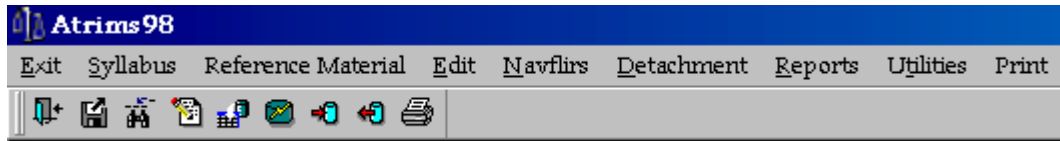
- After the system has finished processing, this will indicate that the conversion is complete, Click on the <DONE> button.

- If you are going to run this program with no previous version of the ATRIMS program or any previous data, you will need to begin this program and work from scratch to add all of the crew data as well as their training information.

**NOTE: If starting from scratch, you will first need to add your syllabi into the system using the syllabus diskette.**

## 2.0 How to use the system.

From your Start Bar, select ATRIMS98 from your program options and the following screen will appear:



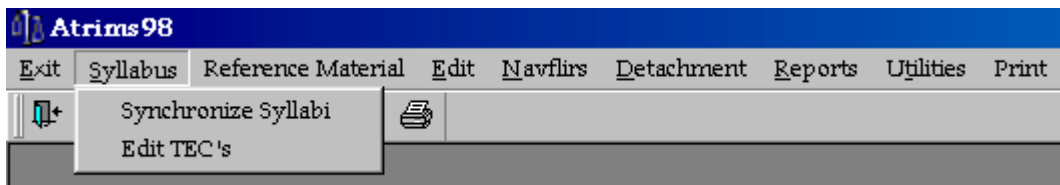
**NOTE:** The first thing you need to do is to go to the Utilities option to set the drive you will be using for loading updates. Set your update drive to whatever drive you will be assigning, i.e., Update Drive to A:\. Further details and an example of the menu option can be viewed in Section 8.

### 2.1 EXIT.

Clicking on the Exit option will terminate the program.

### 2.2 SYLLABUS

Under the Syllabus option there will be two functions. Synchronize Syllabi and Edit TEC's.



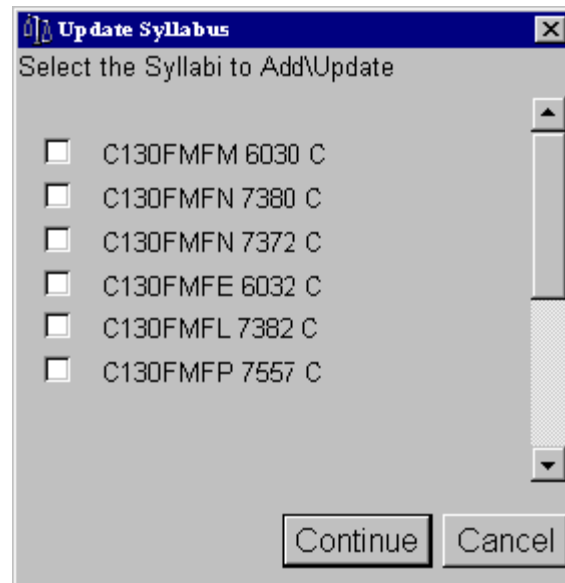
#### 2.2.1 *Synchronize Syllabi:*

Synchronization is a process within the system that will take a newer version of an existing T&R syllabus file, copy it into the system and process each crew members file to update the syllabus version as well as update, change and synchronize any affected T&R codes and delete the older version from the system. This is the same selection that will be used if this is a new syllabus being introduced to the system. If there are no previous versions within the database, the system does not perform a synchronization, but it will copy this syllabus into the system allowing you to modify or add crew members using the syllabus information.

Selecting this option will allow you to select the syllabus files they wish to update or copy in to the ATRIMS system. The syllabus files are the files contained on the diskette. This file contains the complete syllabus to track the crew members training information. You can select all syllabi that are to be loaded into the system. To select the syllabus files to be loaded, click on the box

beside the respective syllabus name. The system will allow you to load all of your syllabus files for the respective community at one time, by simply putting a check by each syllabus name.

(Click on Synchronize Syllabus option and the following screen will appear):



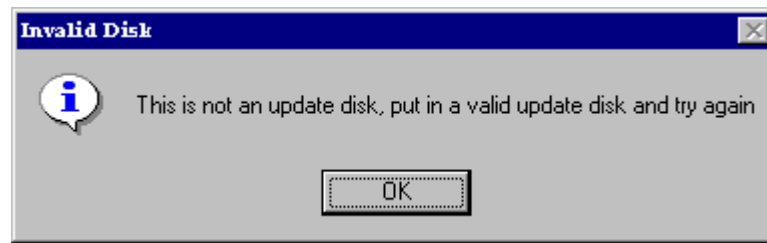
This is where you will select the syllabus files you want to load or synchronize into your database.

You will need to select the desired syllabus to be loaded. Click the mouse pointer on the box and a check will appear:

NOTE: You no longer have to load the syllabi one at a time, they can all be loaded by simply selecting them all at this window.

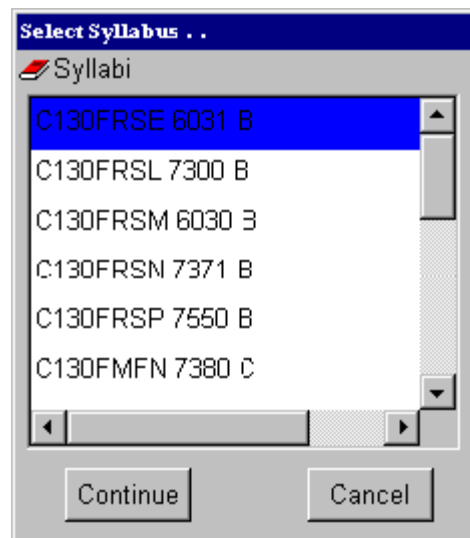
**NOTE: Each syllabus varies by community and is distributed by the functional managers at the Training and Education Division, Standards Branch, Quantico, VA to their respective communities.**

If the diskette is not a Syllabus file, you will receive the following screen. You will need to put the correct diskette into the drive and follow the above procedures:



### 2.2.2 *Edit Type Equipment Codes (TEC's)*

From the main menu you will need to click on the Syllabus option, choose Edit TEC's from the drop down menu. The syllabus list window will open. Highlight the syllabus that you want to edit the TEC for and click the CONTINUE button.



The window listing the TEC's for the syllabus you chose will open as follows:

Type Equipment Code	A / S / K
1 : CMC	A
2 : CML	A
3 : CMY	A
4 :	
5 :	
6 :	

A - Aircraft    S - Simulator    K - UAV

Done    Cancel

You can make the changes and click the <Done> button. If you do not desire to make any changes, click the <Cancel> button.

### **3.0 Reference Material.**

From the Main Menu, select the Reference Material Option. The following screen will appear with four options, Syllabus Listing, Chains, Core Listing, and Currency List:

#### **3.1 Syllabus List.**

Double-click on the Syllabus listing option and the Syllabus list window will appear allowing you to select the syllabus of your choice. Highlight a syllabus name and click on the CONTINUE button. The Syllabus listing window for the syllabus you chose will open listing all the information for that syllabus. Example:

Atrims98													
Exit Syllabus Reference Material Edit Navflirs Detachment Reports Utilities Print Help													
Syllabus Listing AH-1FMF7565C													
990218 ATRIMS Syllabus Listing Report.													
Syllabus : AH-1FMF 7565 C Start CRP : 60.00 DS : 3													
Event Name	Event Number	Refly	Hours	CRP	T	C	R	E	A	S	A/S	S/A	
TNAV	200	6	2.00	0.50									
TNAV	201	6	2.00	0.80		X	X						
SDLQ	210	12	1.50	0.30		X							
DLQ	211	12	1.00	0.40		X	X						
DLQ	212	12	1.00	0.60		X	X						
REC	220	12	1.50	0.50		X							
REC	221	12	1.50	0.80		X							
SSWD	230	12	1.50	0.40		X	X						
SWD	231	12	1.50	0.70		X							
SWD	232	12	1.50	0.70		X	X						

You may print the Syllabus list by clicking on the print on the main menu. After you are done viewing the syllabus list click exit from the main menu to close this window.

### 3.2 Chains

If you have selected the Chains option, the syllabus list window will appear, highlight a syllabus and click on the CONTINUE button. The chaining report is a quick look at what codes will be updated within a chain. (Note: Remember, if the code within a chain has never been performed, the chained code will not be updated.) The chain listing window will open and an example of the report format is shown in the following screen:

Chain Listing C130FMFN7380C													
981203 ATRIMS98 CHAIN LISTING													
C130FMFN 7380 C													
Start CRP : 60.00 DS : 3													
Code	Chain												
210	200												
211	200												
212	200 211												
220	200												
221	200 220												
240	200												
241	200												
242	200												



This screen can be printed by choosing print at the main menu selection bar. After you have finished viewing the Chain Listing window, click on EXIT from the main menu selection bar to close the window.

### 3.3 Core Listing:

990418		ATRIMS Core Skill/Plus Listing Report.											
		Syllabus : CH46FMFOOD											
Core Skills	Required Of Total =												
NVG	8	11	73%	251	252	253	254	255	256	257	31		
DM	1	1	100%	341									
EW	1	1	100%	331									
FAM	1	1	100%	201									
AG	2	5	40%	281	282	321	322	323					
TERF	3	3	100%	241	242	243							
CQ	5	5	100%	292	293	300	301	302					
TAC	3	4	75%	371	372	374	375						
EXT	1	1	100%	221									
CAL	2	2	100%	211	212								
FORM	1	1	100%	231									
Core Plus	Required Of Total =												
TAC	2	2	100%	401	402								
EXT	2	2	100%	410	412								

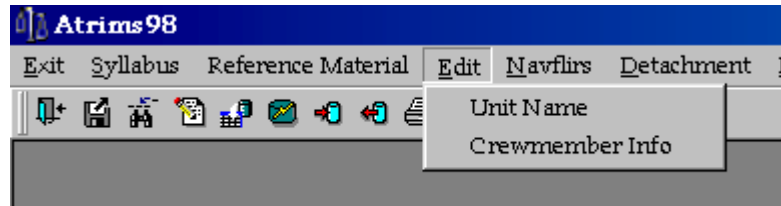
### 3.4 Currency Listing:

990418		ATRIMS Currency Listing Report Syllabus : CH46FMFOOD			
NVG Update	Days				
NVG	30				
Syllabus Events	Days	Events			
TERF 30	30	241	242	243	
TERF 15	15	241	242	243	

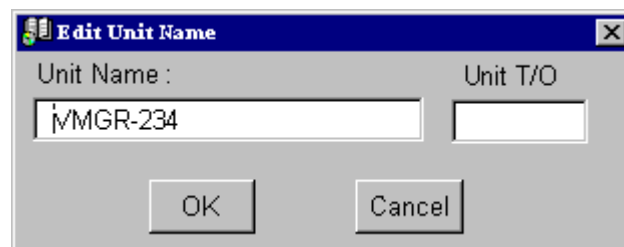
## **4.0 EDIT**

### **4.1 Unit Name**

Select Unit Name from the main menu. When you select UNIT, you will have one option, UNIT NAME



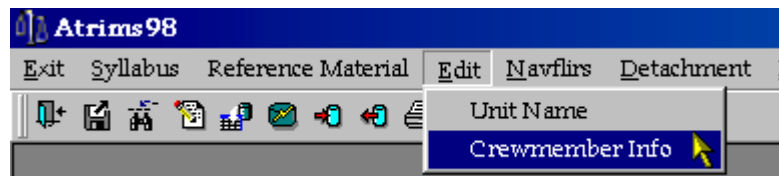
Select Unit from the main menu then click on Unit Name. The edit unit name window will open as follows:



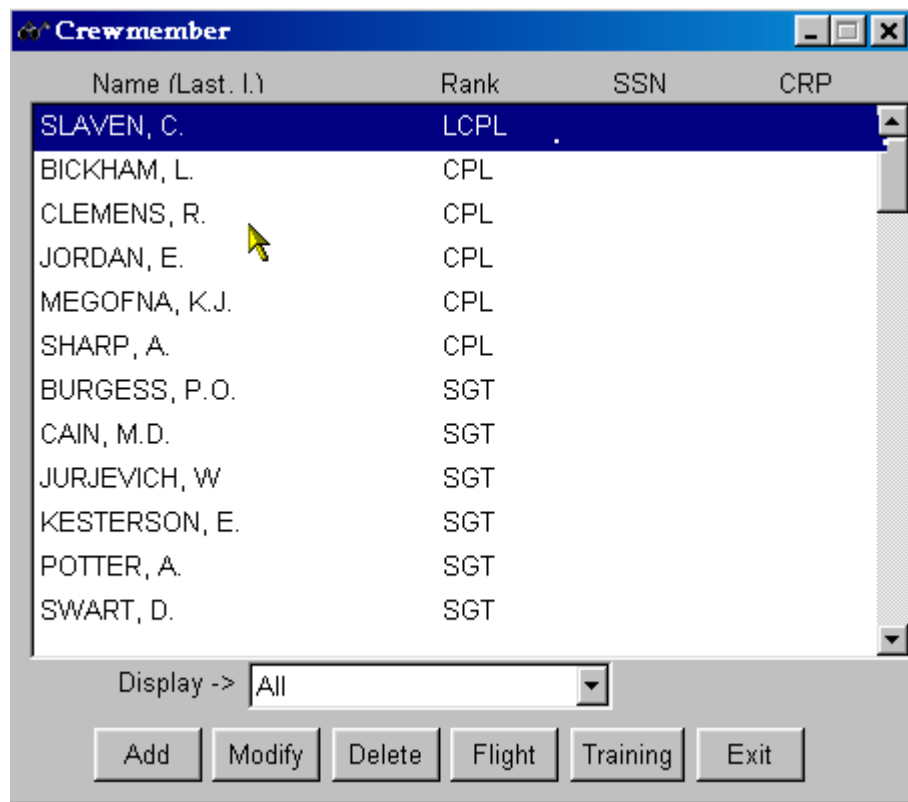
Make changes to the Unit name or add your unit name and click OK. You may choose to CANCEL to exit the window and not save any changes. Although you are familiar with entering a Unit name on each individual crew members record, this new option allows you to enter it only one time. You will not be required to enter this information anywhere else in the program. The T/O field is not a required field. This option is designed to track your current T/O structure.

### **4.2 Crewmember Info**

Select Crewmember Info from the Edit menu option.

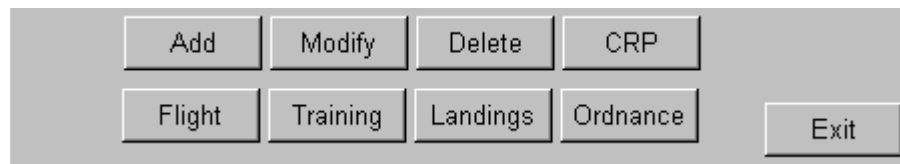


When you select Crewmember Info, the Crewmember window will appear. It will look like this:



You can display the crew members for a specific syllabus or by the all option. You will have a list of the Crew members from the Syllabus you selected. From here you will be able to edit the Crew members information.

There are eight edit options available to you: Add, Modify, Delete, CRP, Flight, Training, Landings and Ordnance.



Select <Add> from the edit options and a new window , Add Crewmember, will open. It will look like this

**Add Crewmember..**

SSN :  Name (Last, I.) :  Rank :  Last Update:  Syllabus :

CRP :

Total Time in this Aircraft Model :  NVG Time  
 Total Flight Time :  High Level :  Total :   
 Low Level :  Updated :

☐ Navy ☐ Army ☐ Air Force

You will now be able to add a new Crew member to your Syllabus. From here you can enter the Crew members SSN, Name, Rank, Last Update and a Sister Service (if applicable). You can Save at this point or you can click <More> to add more information on the Crew member. Your screen will look like this:

**Add Crewmember..**

SSN :  Name (Last, I.) :  Rank :  Last Update:  Syllabus :

CRP :

Total Time in this Aircraft Model :  NVG Time  
 Total Flight Time :  High Level :  Total :   
 Low Level :  Updated :

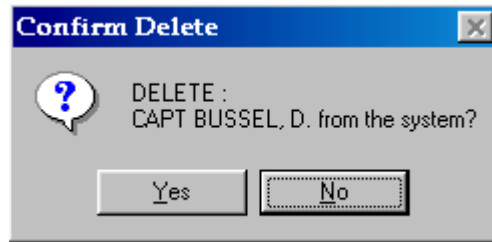
	First Half	Second Half
Actual Aircraft Time :	<input type="text"/>	<input type="text"/>
Special Crew Time :	<input type="text"/>	<input type="text"/>
Simulator Hours :	<input type="text"/>	<input type="text"/>
Precision Approach :	<input type="text"/>	<input type="text"/>
Nonprecision Approach :	<input type="text"/>	<input type="text"/>
Instrument Hours:		
Actual :	<input type="text"/>	<input type="text"/>
Simulated :	<input type="text"/>	<input type="text"/>
Total :	<input type="text"/>	<input type="text"/>
Night Hours :	<input type="text"/>	<input type="text"/>
Updated :	<input type="text"/>	<input type="text"/>

☐ Navy ☐ Army ☐ Air Force

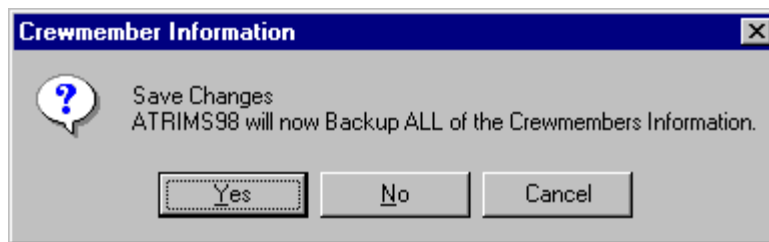
After you are finished you can save your new Crew members information to the database. You also have the option to print the information.

Selecting the <Modify> option from the Crew Member edit options, will bring up the previous window, but with information from the Crew Member already added. Just select which categories you want to change, and then save your new data.

Select <Delete> from the Crew Member edit options. This will bring up a Confirmation Message:



If you selected 'YES' at the previous screen, the following screen will appear:



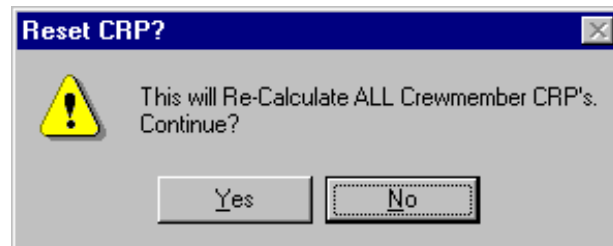
If you selected 'YES', you will be given the option of where to back the information up.



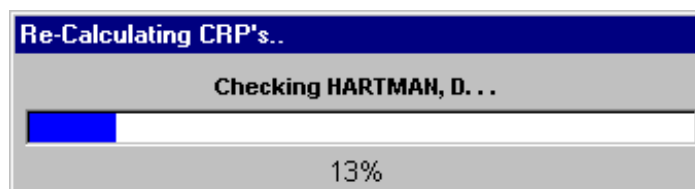
**NOTE: USE A FILENAME THAT WILL DESCRIBE THE CREWMEMBER BEING DELETED.**

The crew member will be deleted from the database and you will copy all of his data to the specified backup directory or drive. The crew member will be deleted and the screen will tell you where the data will be stored. A copy of the crew members Transfer Data Sheet will come up on the screen. You can choose the Print option from the menu bar to print the record.

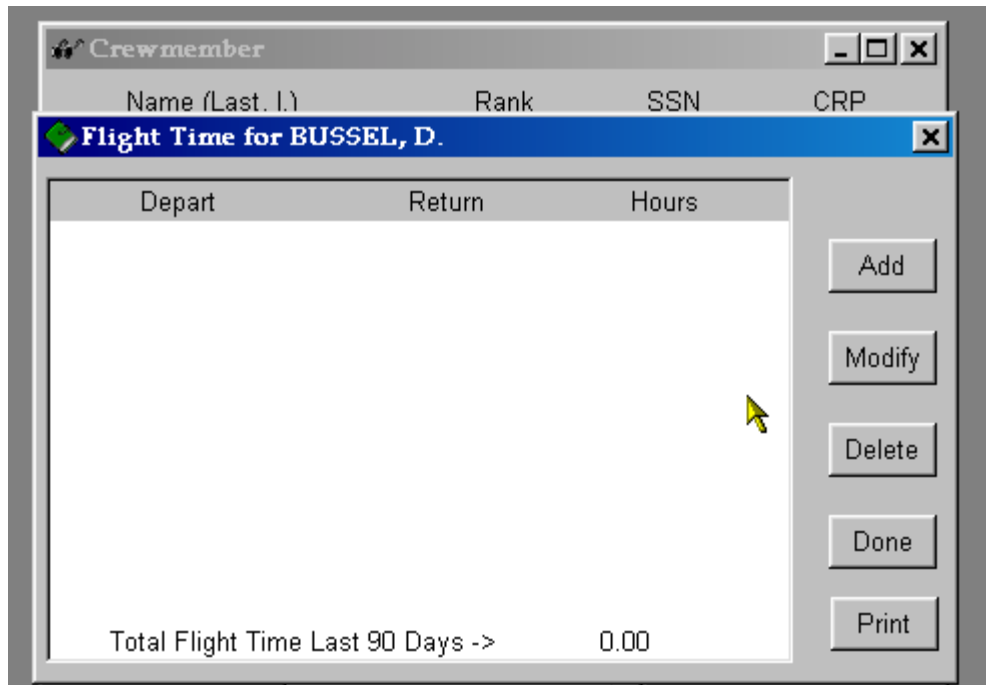
Select <CRP> from the Crew Member edit options, This will bring up a Confirmation Message:



If you select <Yes> the system will begin to recalculate all the Crew Member's CRP.

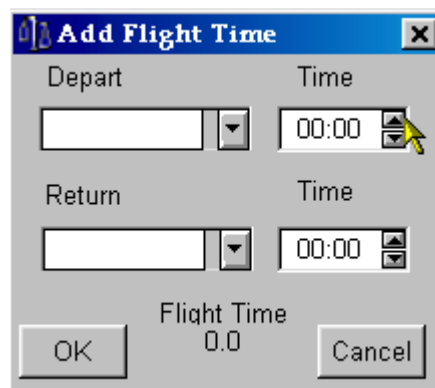


Select <Flight> from the Crew Member edit options. The Flight Time window will open.

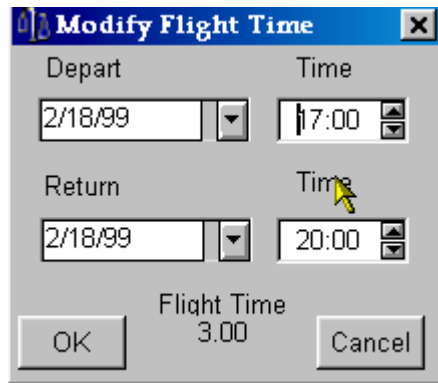


You will now be given three edit options to choose from, Add, Modify, Delete.

Select the <Add> option. The Add Flight Time window will open. From here you will have to enter a Depart Date, and Time, and also a Return Date and Time. Then select OK. The new Flight Time will now appear in the Flight Time window.



Select the <Modify> option. The modify flight time window will open. It will look almost exactly like the Add Flight Time window, except that there will already be information in there for the Crew Member. Making changes is the same as adding a Flight Time.



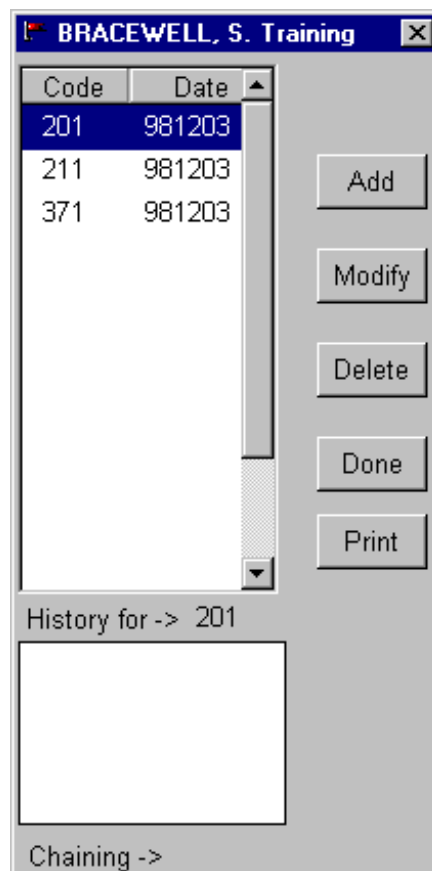
The 'Modify Flight Time' dialog box contains the following fields and controls:

Field	Value
Depart	2/18/99
Time	17:00
Return	2/18/99
Time	20:00
Flight Time	3.00

Buttons: OK, Cancel

You can also choose to print the Flight Time information by selecting the Print option.

Select <Training> from the Crew Member edit options. The Crew Member's Training window will open. You will be given three edit options, Add, Modify, and Delete.



The 'BRACEWELL, S. Training' window displays a list of training records with the following data:

Code	Date
201	981203
211	981203
371	981203

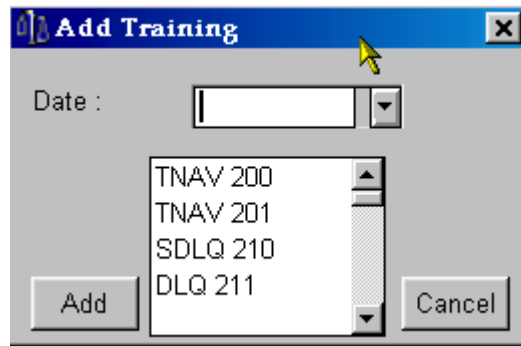
Buttons: Add, Modify, Delete, Done, Print

History for -> 201

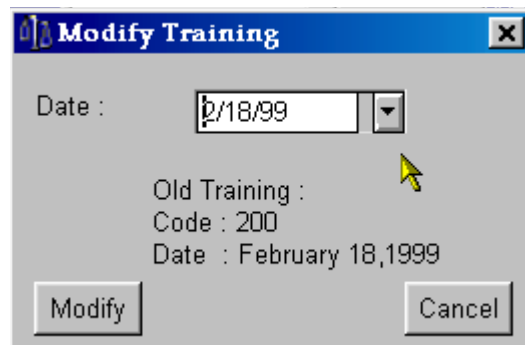
Chaining ->

Select the <Add> option. The Add training window will open. You will have to enter a Date. And then you will have to select a Training Code, then select the <Add> button.

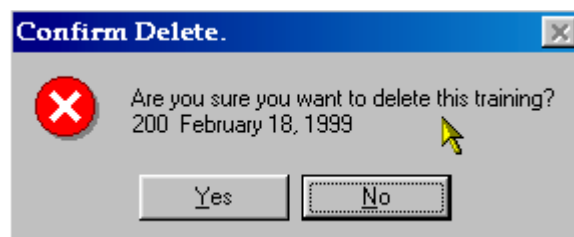




Select the <Modify> option. The Modify Training window will open. All you are required to do here is to change the date, and then select the <Modify> button. All changes will be added to the Crew Member's Training report.

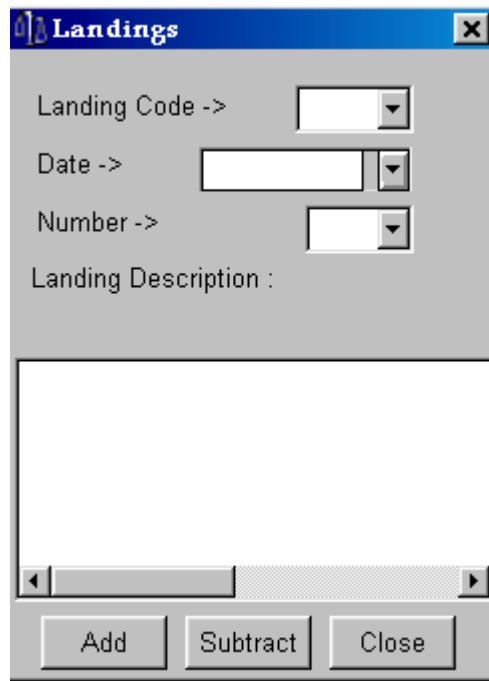


Select the <Delete> option. A delete confirmation message will appear asking you if you want to delete the Training. Select <Yes> or <No>.

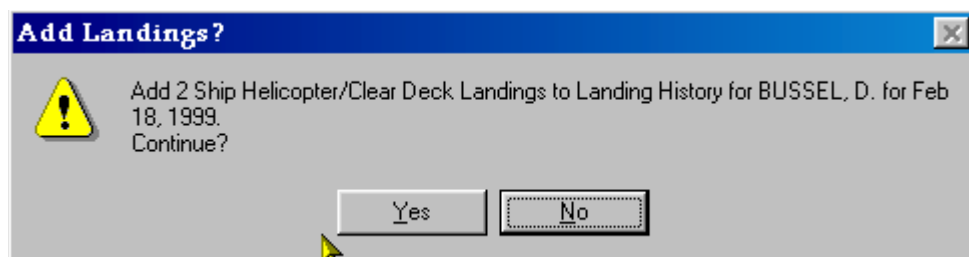


You can also select the <Print> option if you want to print out the Training Reports.

Select <Landings> from the Crew Member edit options. From here you will have to enter a Landing Code, a Date, and a Landing Number. The Landing Description will automatically appear.

A dialog box titled "Landings" with a blue header bar. It contains three input fields: "Landing Code ->" with a dropdown arrow, "Date ->" with a date picker icon, and "Number ->" with a dropdown arrow. Below these is a label "Landing Description :" followed by a large empty text area. At the bottom are three buttons: "Add", "Subtract", and "Close".

Once you have all the required information select the <Add> button. A confirmation message will appear asking you if you would like to continue. Select <Yes> or <No>.

A confirmation dialog box titled "Add Landings?" with a blue header bar. It features a yellow warning triangle icon on the left. The text reads: "Add 2 Ship Helicopter/Clear Deck Landings to Landing History for BUSSEL, D. for Feb 18, 1999. Continue?". At the bottom are two buttons: "Yes" and "No". A mouse cursor is pointing at the "Yes" button.

If you select <Yes> then the new Landing information will be added.

Select the <Subtract> button. The same confirmation message will appear asking if you want to continue. Just select <Yes> or <No> and the Landing information will be deleted.

Select <Ordnance> from the Crew Member edit options. The Ordnance window will open. From here you will have to add an Ordnance, the Last Date, and an Ordnance Number.

Ordnance ->	Last Date ->	Number ->
TES	4/18/99	1

Ordnance	Date	Quantity
TES	990418	1

Buttons: Add, Subtract, Close

After adding all the required information, select the <Add> button. A confirmation message will appear asking you if you want to continue. Select <Yes> or <No>.

**Add Ordnance?**

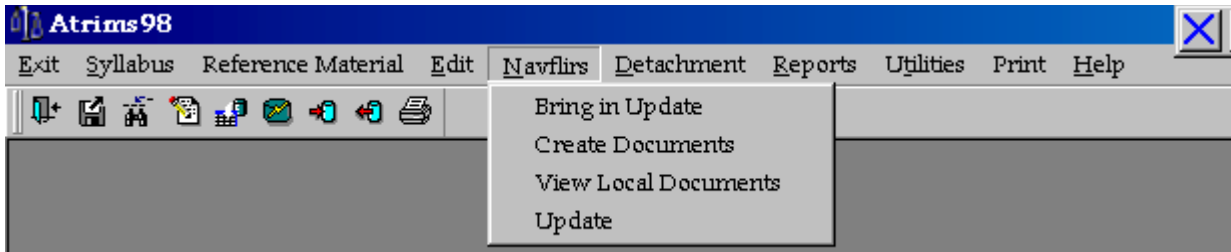
! Add (1)QWW to Ordnance History for COLBY, L.A. for Feb 19, 1999. Continue?

Buttons: Yes, No

If you selected <Yes> then all the new Ordnance information will be added.

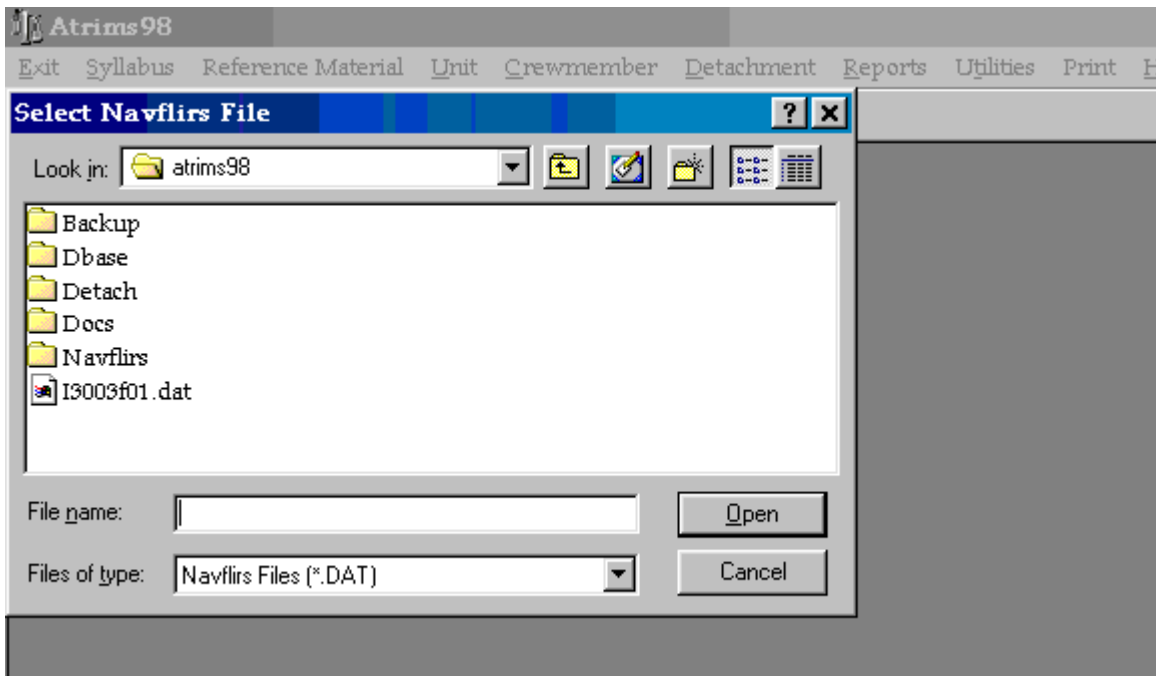
Select <Subtract> from the options. It will bring up a confirmation message asking you if you want to continue.

## 5.0 Navflirs



### 5.1 Bring in Update






Select Bring in Update from the Navflirs Main Menu option. You can select where the NAVFLIRS file is located. This is usually on the A: drive, however with this new system you can bring this in from anywhere. From here you will have to select a Navflirs file.



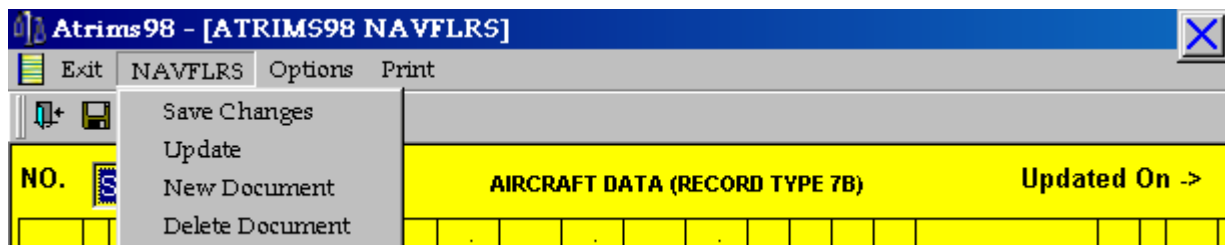
The NAVFLIRS file is I3003f01.dat. After you select the file the NAVFLIRS Yellowsheet will open. Your screen will look like this:

ATRIMS98 - [ATRIMS98 NAVFLRS]																			
Exit NAVFLRS Options Print																			
NO.		SA300Q51										AIRCRAFT DATA (RECORD TYPE 7B)						Updated On ->	
SIDE NO.	BUNO/SER	TEC	ORG	MSN 1	HRS 1	MSN 2	HRS 2	MSN 3	HRS 3	SUPT	TOT	OPS	SCAT	AIRLIFT	MISSION	REC	1		
				TMR DATA						FLT		ATC	NO.		TYP				
<b>AIRCREW DATA (RECORD TYPE 7C: IF EXC CODE = G, L OR R; RECORD TYPE = 7D)</b>																			
E	F	L	NAME		SSN	S	FLIGHT TIME			INSTRMNT		NIGHT	LANDINGS			APPROACHES			
C	I	I				Q	V	EPT	CPT	SCT	ACT	SIM	TIME	T	NO	T	NO	T	NO
1								.	.	.	.	.	.						
<b>LOGISTICS DATA (DEPART - RECORD TYPE 7E; ARRIVE - RECORD TYPE 7F)</b>																			
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>						DELAY		CONFIRMED PAYLOAD					OPPORTUNE PAY						
						1ST	2ND	PRI 1	PRI 2	PRI 3	PRI 4	PRI 5							
E	T	TIME	DATE	ICAO	S	CODE /	CODE /	PAX	PAX	PAX	PAX	PAX	CARGO	PAX					
C	Z			SHIP	S	HRS	HRS	NO.	NO.	NO.	NO.	NO.	(LBS)	(LBS)					
1		:				.	.												
		:																	

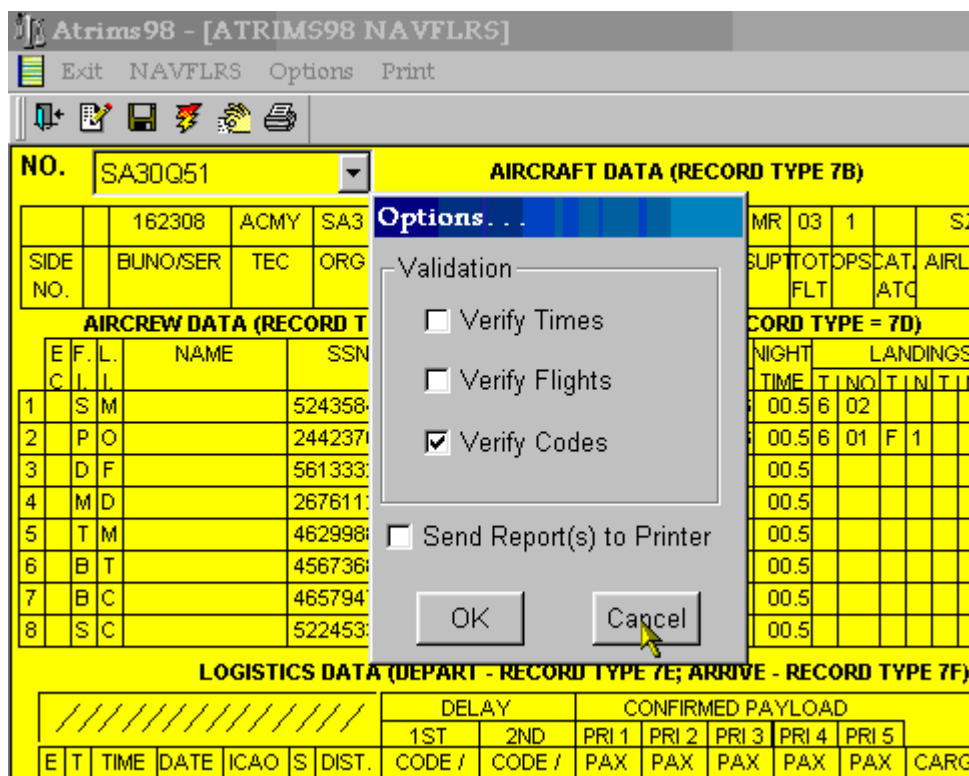
There is now a new Main Menu, with two new menu options to choose from, NAVFLIRS and Options.

Exit NAVFLRS Options Print	
    	
NO.	SA300Q51

When you select the NAVFLIRS menu option, you will be given four additional choices: Save Changes, Update, New Document, Delete Document.



Select Options from the NAVFLIRS Main Menu, The Options window will open.



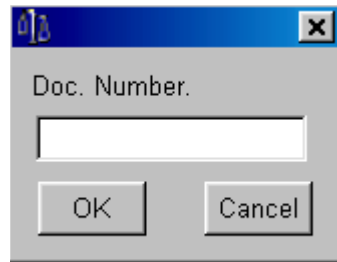
From here you can choose to verify times, verify flights, and verify codes. Also you can choose to send the Report(s) to the printer.

In addition to the menu options, you can manually edit all the contents in the Yellowsheet itself. Just click in the desired field and you can change the values in that field.

To exit the NAVFLIRS Yellowsheet, just select the Exit menu option

## 5.2 Create Documents

Select Create Documents and the Doc Number window will open. From here you have to enter a Document Number.



A small dialog box titled "Doc. Number." with a text input field and "OK" and "Cancel" buttons.

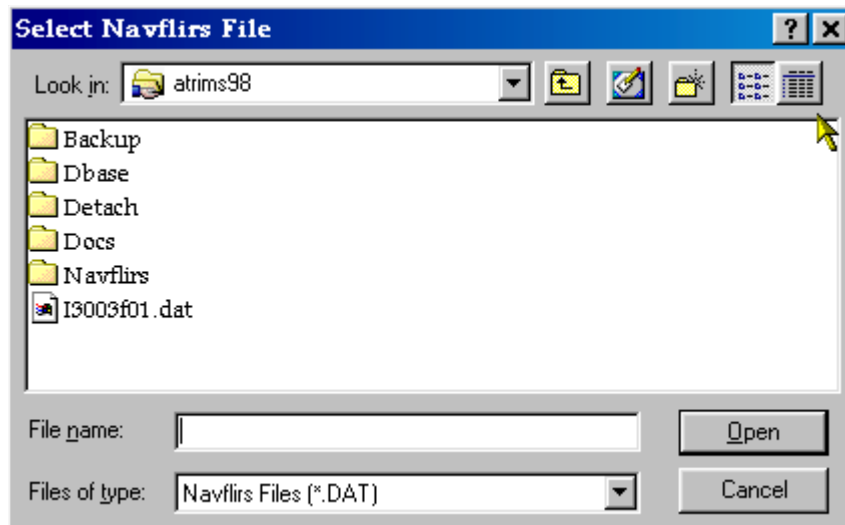
## 5.3 View Local Documents

Select View Local Documents to view all previous updates. If you have no previous updates you will be prompted to enter a Document Number.

NO.		AIRCRAFT DATA (RECORD TYPE 7B)															Updated On ->	
FCC23ZO		307	00.0		00.0		00.0	FL	1							7B		
SIDE NO.	FCC2400	MSN 1	HRS 1	MSN 2	HRS 2	MSN 3	HRS 3	SUPT	TOT	OP	SCAT	AIRLIFT MISSION NO.				REC TYP	1	
FCC2401		TMR DATA																
FCC247U		TYPE 7C: IF EXC CODE = G, L OR R; RECORD TYPE = 7D)																
E F C I	FCC247Y	S	S	FLIGHT TIME			INSTRMNT. NIGHT			LANDINGS				APPROACHES				
1	FCC249O	Q	V	EPT	CPT	SCT	ACT	SIM	TIME	T	NO	T	N	T	N	T	N	
1	FCC249P	18	A	3	.	.	.	.	.	.	.	.	.	.	.	.	.	
FCC24AI																		
FCC24B5																		
FCC24B8																		
FCC24BD																		
FCC24BJ																		
FCC24BR																		
FCC24BS																		
FCC24IT																		
FCC24IX																		
FCC24J0																		
		A (DEPART - RECORD TYPE 7E; ARRIVE - RECORD TYPE 7F)																
		DELAY			CONFIRMED PAYLOAD					OPPURTUNE PAYL								
		1ST	2ND	PRI 1	PRI 2	PRI 3	PRI 4	PRI 5										
E T TIME DATE ICAO S	DIST.	CODE / HRS	CODE / HRS	PAX NO.	PAX NO.	PAX NO.	PAX NO.	PAX NO.	CARGO (LBS)	PAX NO.	CARGO (LBS)							
1																		

## 5.4 Update

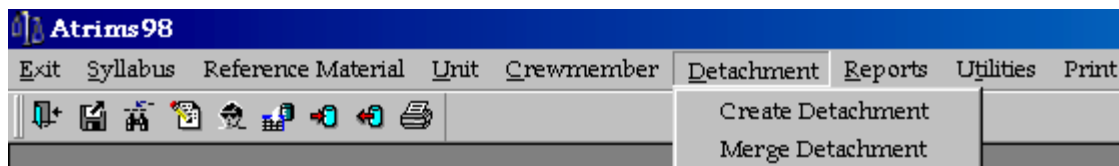
Select Update and the Select Navflirs File will open. From here you have to select a valid Navflirs File.



Select the I3003f01.dat file. System will retrieve the file and load it to the system. A yellow Sheet will appear and you will see all of the records to be updated. You can then make any necessary changes, select 'Save Changes' from the menu to save the changes or select update to update the system from the NAVFLIRS file. The system will pop up with a box telling you when the update is complete.

## 6.0 DETACHMENT

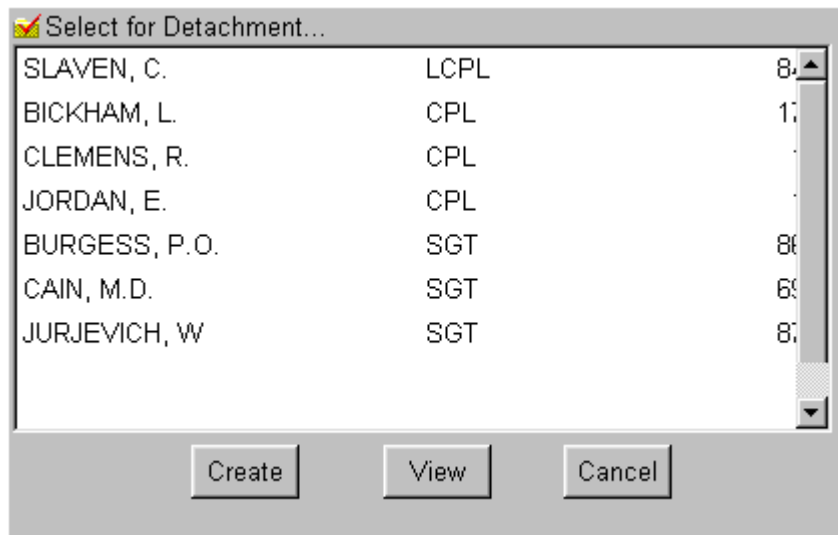
Select Detachment from the Main Menu. When you select it you will have two options: Create Detachment and Merge Detachment.





## 6.1 Create Detachment

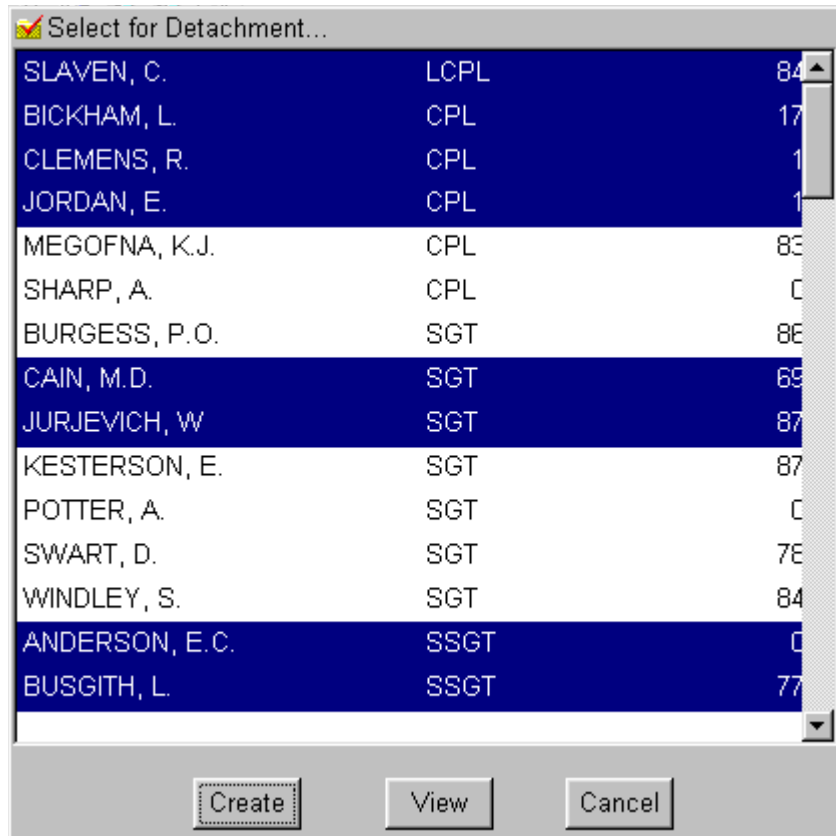
Select Create Detachment and the Select for Detachment window will open, it look like this:



You will have three options available to you:

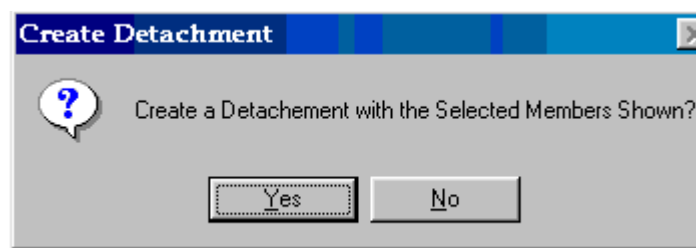
**Create, View, and Cancel.**

To select either Create or View, you must first select one or more Crew members by clicking on their names:



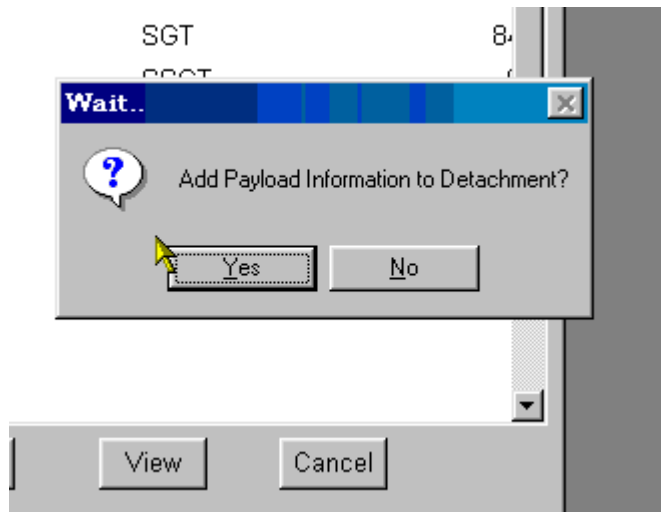
When the Crew members are highlighted you can select the Create or View buttons.

Select the Create button, a prompt will appear asking to create the detachments with the Crew members that you selected.



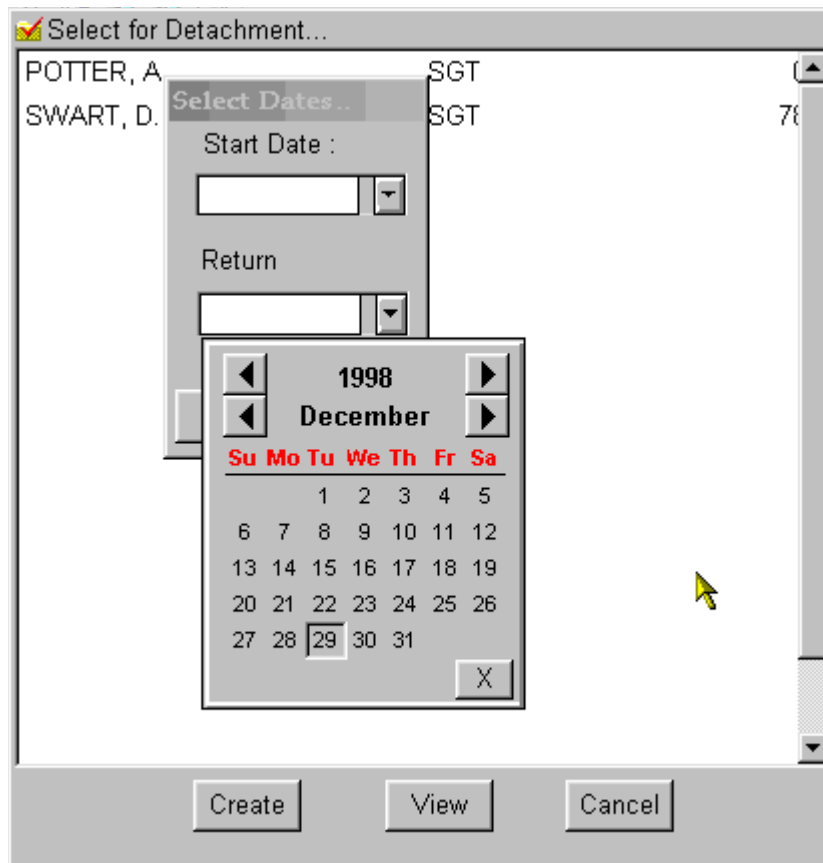
If you want to add more Crew members, or you do not want to include other Crew members, select <No>. If you want to continue with your current Crew members, than select <Yes>.

After you select <Yes>, you will then receive another prompt asking if you want to include Payload information.



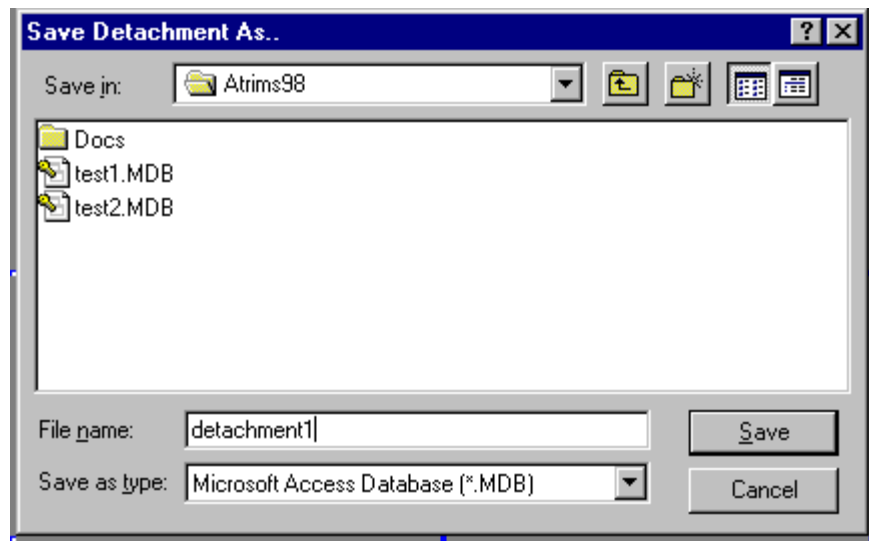
If you select <No>, it will bring you to the Save Detachment As screen. We will get to this part shortly.

If you select <Yes> then the Select Dates window will open, it will look like this:



You will have to enter a Start Date and a Return Date. If you click on the down arrow on either the Start or Return dates a calendar will appear. Just select the year and month and then the days. You use the left/right arrows to scroll through the years and months, and just click on the correct day to select your start and return dates

After clicking on the <OK> button in the Select Dates window you will be brought to the Save Detachment As window. This is the same Save As window you would get if you chose <No> when asked for Payload information

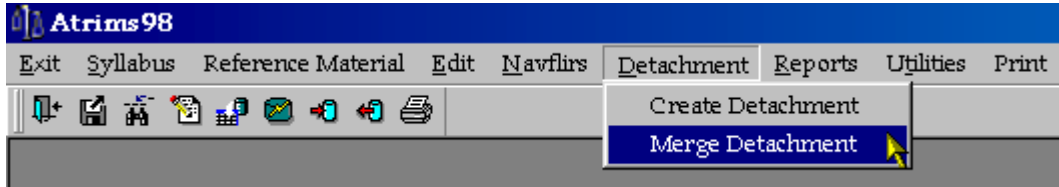


Here you will save your new Detachment. Enter a name and select <Save>. After the saving process takes place, you should receive a confirmation letting you know your new Detachment was successfully saved, it looks like this:

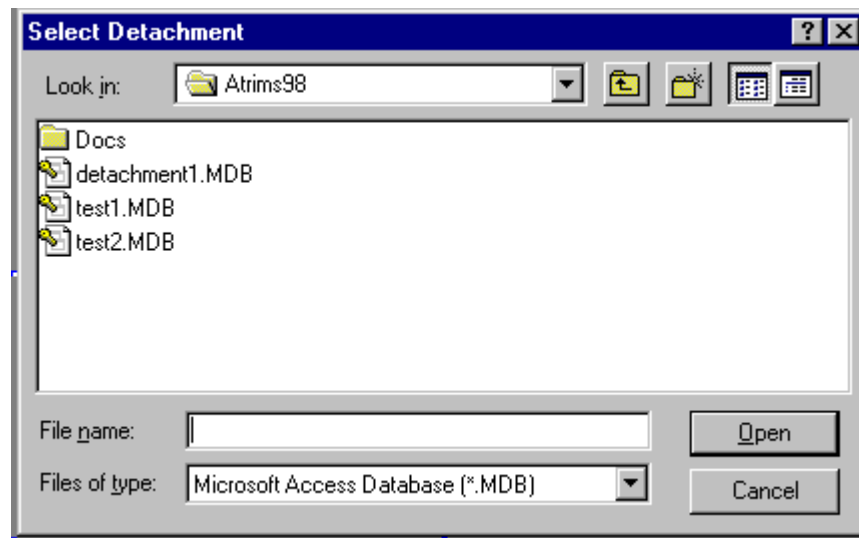


## 6.2 Merge Detachment

Select Merge Detachments from the Detachment menu option.

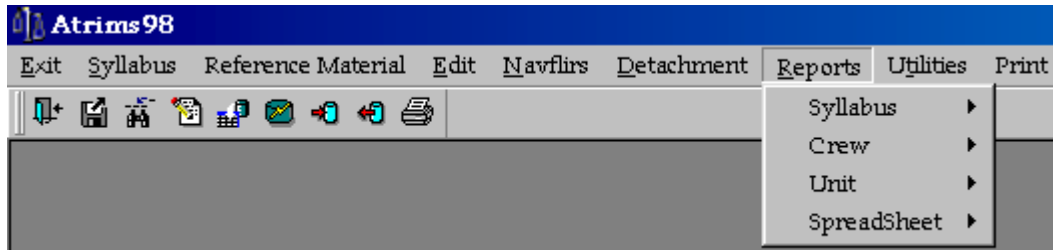


After you select Merge Detachment, the Select Detachment window will open. From here you will have to select a valid Detachment file. Your screen will look like this:



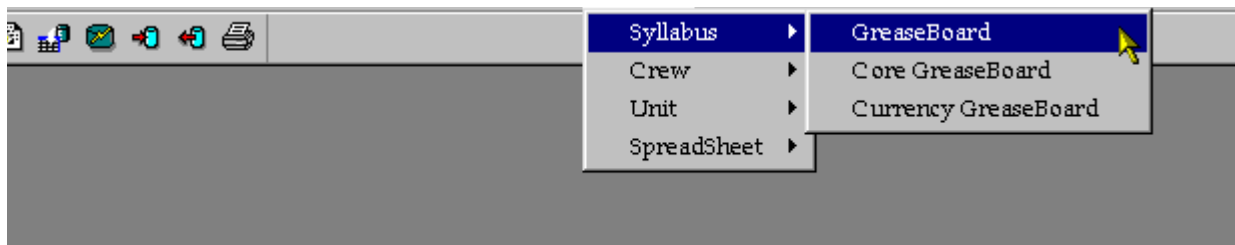
## **7.0 REPORTS**

Select Reports from the Main Menu, you will have four options available, Syllabus, Crew, Unit, and SpreadSheet:



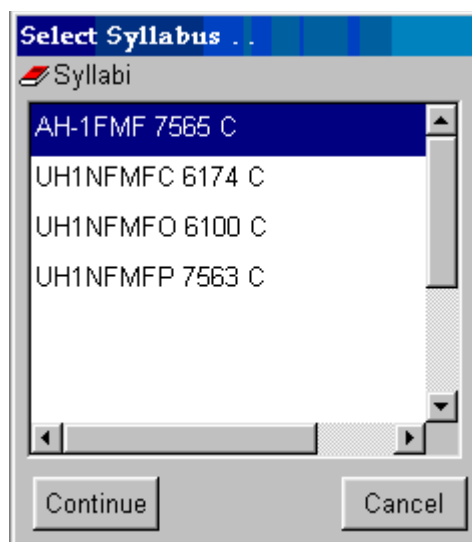
### **7.1 Syllabus**

Select Syllabus from the Reports menu option. You will have three additional options, GreaseBoard, Core GreaseBoard, and Currency GreasBoard:



#### **7.1.1 GreaseBoard**

Select GreaseBoard from the Syllabus menu, the Select Syllabus window will open, it will look like this:

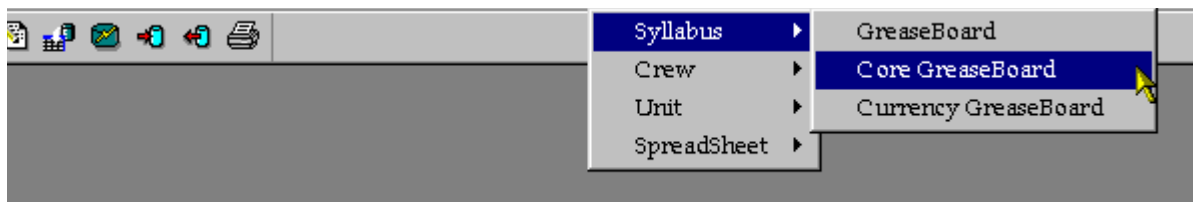


From here you should select the Syllabus which you want to view. Your Screen will look like this:

Syllabus Greaseboard UH1NFMFP7563C						
(-) Delinquent	Code ->	200	210	212	220	221
(+) Delinquent in 45	Event ->	CAL	SDLQ	DLQ	TNAV	
990104	Refly ->	12				
UH1NFMFP7563C	CRP	0.5	0.2	0.4	0.5	0.5
BURKE, H.	84.30	981105	981119	981111	981119	981119
DUMA, D.	82.50	980227	980924	980211 +	980924	980924
LASSO, R.	82.30	981009	981120	980624	981120	981120
PASTINO, P.	84.00	981018	981118	980410	981118	981118
PAULL, J.	83.30	981009	981118	980211 +	981118	981118
PIERCE,S	83.70	981106	981120		981120	981120
POTRAZ, A	84.00	981121	980826	981111	980826	980826
ROBINSON, S.	83.30	980813	981120	980624	981120	981120
TRUJILLO, S.	84.80	981121	981113	980215 +	981113	981113
WISE, E.	88.00	981121	981120	981120	981120	981120
COYL, E.	81.80	981119	981119	980723	981119	981119
CUSUMANO, S. R.	88.50	981121	981119	980723	981119	981119
REYNOSO,C.	85.40	981106	981113		981113	981113
Avg. CRP ->		84.30				

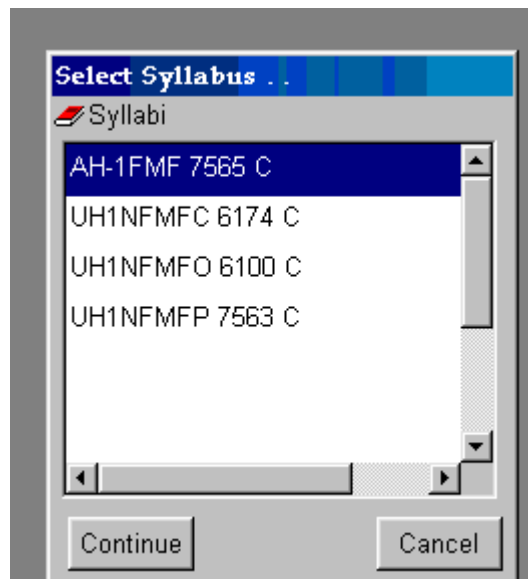
### 7.1.2 CoreGreaseBoard

Select Core GreaseBoard from the Syllabus menu option.



Crew	CAL	EXT	FORM	NVG	CQ
BORGOS, A.R.	X		X		
BRACEWELL, S.					
CLARK, J.					
HALL, W.					
KANE, T. R.			X		
KUNZIG, H	X		X	X	
MARTIN, R.	X		X	X	
MASON, S.					
MCINERNEY, S.					
MEEHAN, C.	X	X	X	X	
SKRYD, J.					
TOBIN, J.					
UGARTE, R	X		X		
<b>Totals for Syllabus -&gt;</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>0</b>

The Select Syllabus window will open:

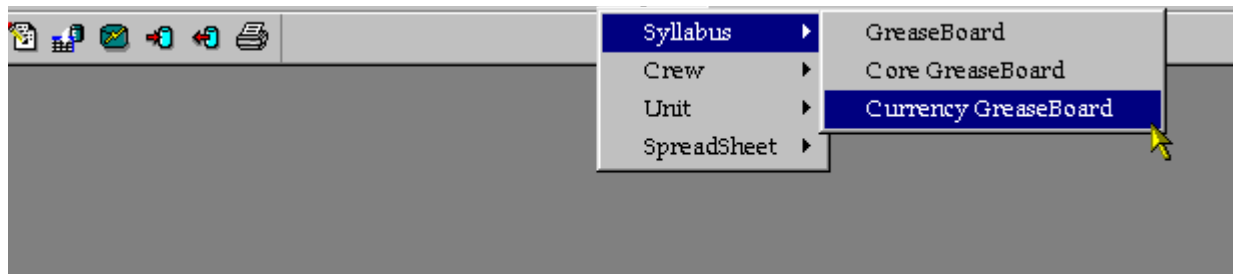


From here you should select the Syllabus you want to view.

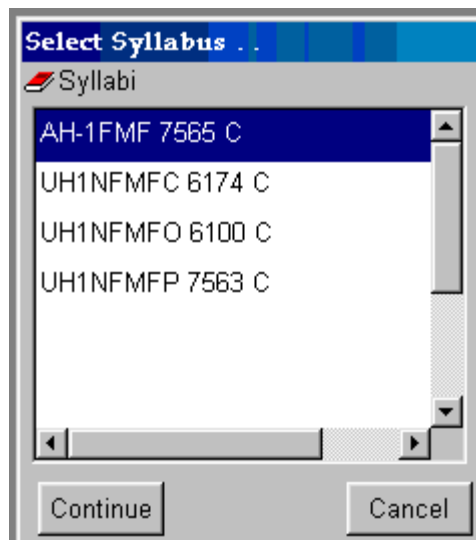


### 7.1.3 Currency GreaseBoard

Select Currency GeaseBoard from the Syllabus menu option.



The Select Syllabus window will open:

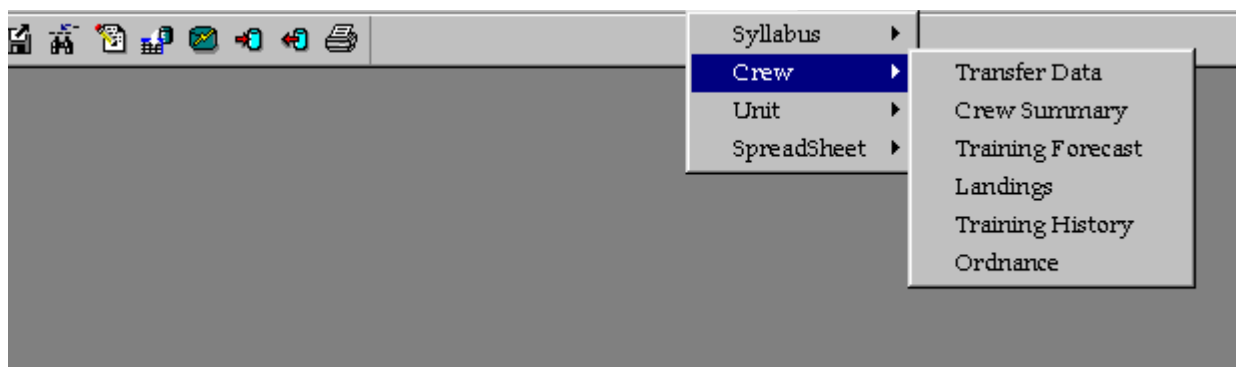


From here you should select the Syllabus you want to view.

CUSHING, D.				
FERGUSON, BM				
FORSLING, CD		X		
GALVIN, AE		X		
GILLARD, E.				
GOUDREAU, DM				
GRENIER, S		X		
HOLLAND, S.				
LAMONT, AD		X		
LICKLIDER, D.O.				
LIST, R.				
MARSHALL, RW		X		
MEADE, RC				
PARKER, J.R.				
PAYNE, SA				
SADLER, DF				
<b>Totals in Syllabus -&gt; 0          6          0          1</b>				

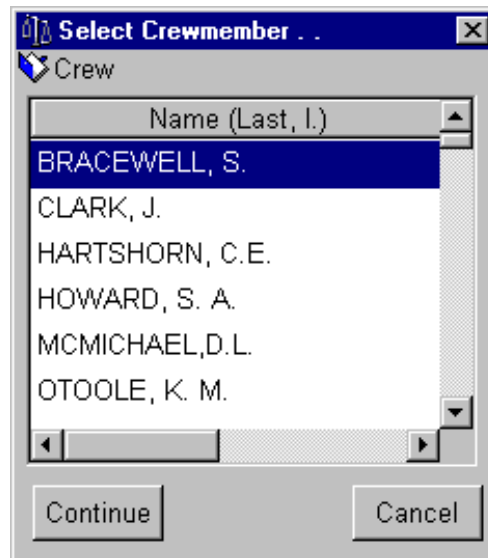
## 7.2 Crew

Select Crew from the Reports Main Menu option. You will be given six additional options, Transfer Data, Crew Summary, Training Forecast, Landings, Training History, Ordnance.



### 7.2.1 Transfer Data

Select Transfer Data from the Crew Menu option. The Select Crewmember window will open:



From here you must select a Crew Member then select <Continue>. The Transfer Data Sheet window will open:

Transfer Data Sheet HOWARD, S. A.

ATRIMS TRANSFER DATA SHEET 990416

UNIT NAME --> MCCTA SYLLABUS --> CH46FMFC6172D 09:23

CREWMEMBER --> LCPL HOWARD, S. A. SSN --> 595-14-4363

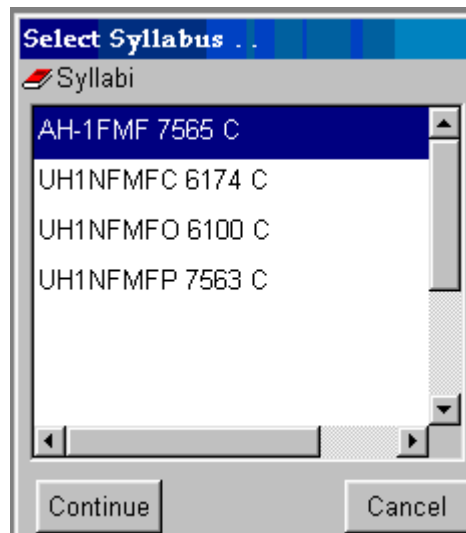
TOTAL TIME --> 312.10 MODEL TIME --> 312.1 NVG TIME --> 16.90 HL --> 0.00 LL --> 0.00

REQUIREMENTS	DATE	REQUIREMENTS	DATE	REQUIREMENTS	DATE
FAM 201	990313	CAL 211	990228	CAL 212	990228
CAL 213	980806	FORM 231	990228	TERF 241	990228
TERF 243	990228	NVG 251	981217	NVG 252	981217
NVG 253	981217	NVG 254	981217	NVG 257	981216
AG 281	990219	AG 282	980821	CQ 291	990304
CQ 292	990303	CQ 300	990304	CQ 301	990303
CQ 302	990303	NVG 311	981217	NVG 312	981217
NVG 313	981217	EW 331	981212	DM 341	981212
MAT 351	981119	HIE 361	990211	HIE 362	981125
TAC 371	990228	TAC 374	990228	TAC 375	981216

TOTAL CRP --> 86.80

### 7.2.2 Crew Summary

Select Crew Summary from the Crew menu option, the Select Syllabus window will open:

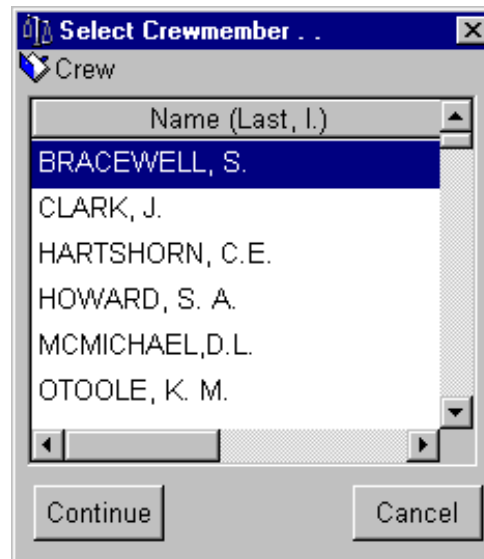


From here you should select the Syllabus you want to view, the Crew Summary window will open:

Crew Summary AH-1FMF7565C			
990105		ATRIMS CREW SUMMARY REPORT. AH-1FMF7565C	
Rank	Name	SSN	CRP
CAPT	BORGSCHULTE, M.J		
CAPT	BUSSEL, D.		
CAPT	BUTLER, A.		
CAPT	COLBY, L.A.		
CAPT	ENGBERG, R.		
CAPT	GALLARDO, W.		
CAPT	HUMANN, T.		
CAPT	JOHNSON, M		
CAPT	LIPIEC, B		
CAPT	MATTEI, C. J.		
CAPT	MOONEY, S		

### 7.2.3 Training Forecast

Select Training Forecast from the Crew menu option, the Select Crewmember window will open:



Here you should select the Crew member that you would like to view. The Training Forecast window will open:

90 Training Forecast ABRAMS, C.

ATRIMS 90 DAY TRAINING FORECAST

990416

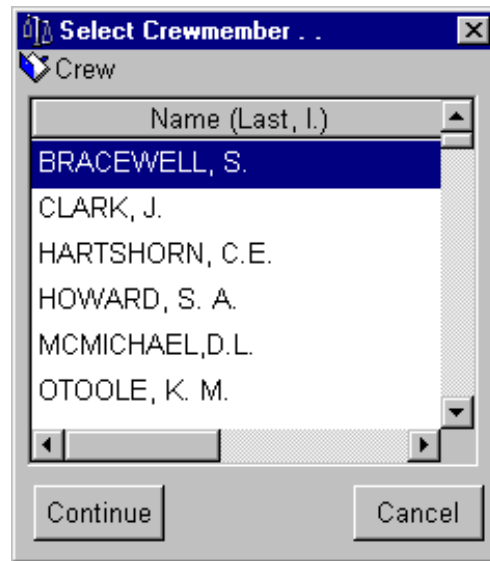
CAPT ABRAMS, C.

CRP : 96.00

REQUIREMENTS	DATE	DELINQUENT IN (DAYS)	REFLY	
<u>1 to 30 Days</u>				
DM	350	980515	24	12.00
DM	450	980515	24	12.00
DM	451	980507	16	12.00
<u>31 to 60 Days</u>				
HIE	400	980617	57	12.00

#### 7.2.4 Landings

Select Landings from the Crew menu option, the Select Crewmember window will open:

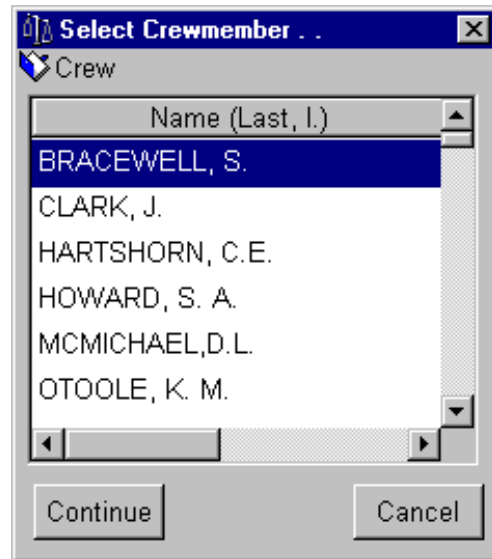


From here you should choose the Crew member you want to view.

ATRIMS LANDING REPORT					990420
MAJ TURNER, SR					
Code	Day/Night	Landing	Last Date	Career Total	
6	D	Field/Field Touch and Go	990408	6	

### 7.2.5 Training History

Select Training History from the Crew menu option, the Select Crewmember window will open:

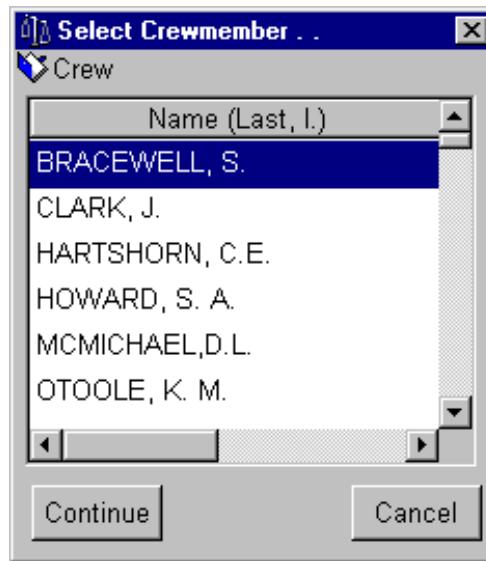


From here you should select the Crew member you want to view.

Training History BONIFACE, C. J.		
ATRIMS TRAINING HISTORY REPORT		
CAPT BONIFACE, C. J.	418-21-0619	SYLLABUS : CH46FMFP7562D
210	990402	
211	990402	
212	990402	
231	990402	
240	990402	
241	990402	
242	990402	
243	990402	
251	990402	
252	990402	
253	990402	
255	990402	
256	990402	

### 7.2.6 Ordnance

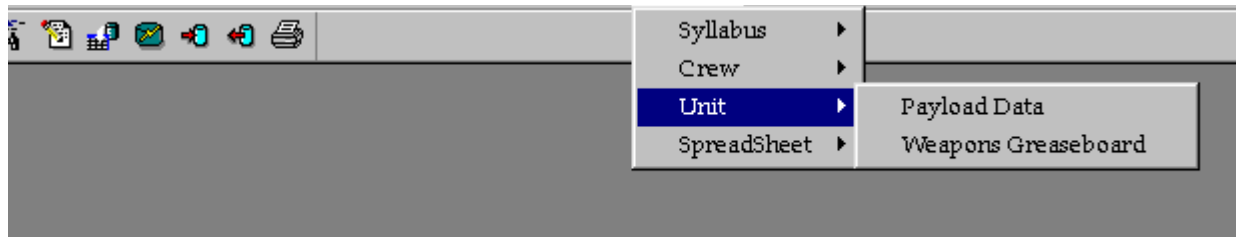
Select Ordnance from the Crew menu option, the Select Crewmember window will open:



From here you should select the Crew member you want to view.

## 7.3 Unit

Select Unit from the Reports Main Menu option. You will get two additional choices, Payload Data, and Weapons GreaseBoard:



### 7.3.1 Payload Data

Select Payload Data from the Unit menu option,



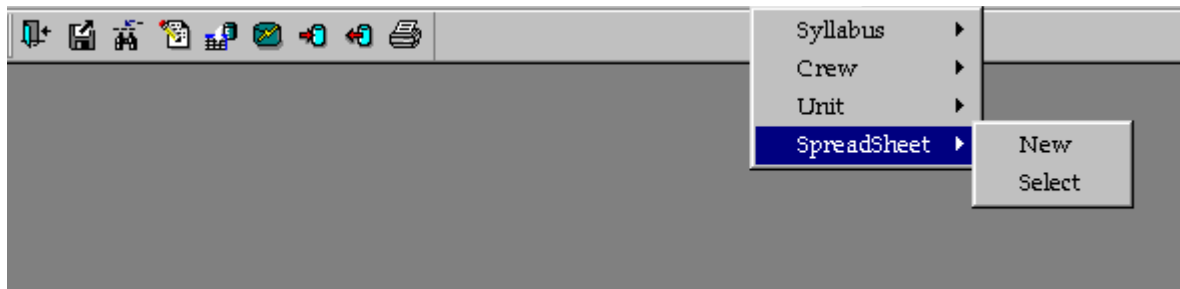
### 7.3.2 Weapons GreaseBoard

Select Weapons GreaseBoard from the Unit menu option. The Weapons Greaseboard window will open:



## 7.4 Spreadsheet

Select Spreadsheet from the Reports Main Menu option. You will get two additional options, New, and Select:



### 7.4.1 New

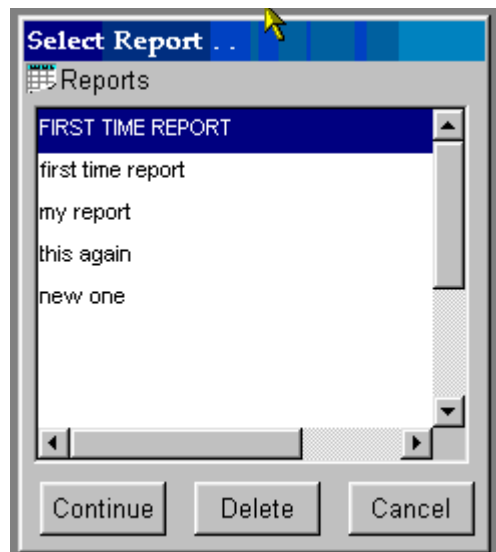
A screenshot of a software window titled "Build Report". The window has a blue title bar and a white content area. The content area is divided into several sections. On the left, there is a "Title" field, a "Sort By" dropdown menu (set to "Name"), a "Date Style" dropdown menu (set to "yymmdd"), a "Syllabus" section with "Group By" and "Show In Report" checkboxes, and a "Show Grid Lines" checkbox. In the center, there are three sections: "Flight Time" with checkboxes for "Actual Aircraft Time", "Special Crew Time", and "Simulator Time"; "NVG" with checkboxes for "High Level", "Low Level", "Total", and "Last Updated"; and "Approaches" with checkboxes for "Precision" and "Non Precision". On the right, there are two sections: "Instrument Hours" with checkboxes for "Actual", "Simulated", and "Total"; and "Night Time" with checkboxes for "Night Hours", "Total", "Date Last Updated", and "Unaided". At the bottom right, there is a "Preview" button. At the bottom of the window, there are "Save", "Close", and "Help" buttons. The status bar at the very bottom says "Ready".

Select New from the Spreadsheet menu option, the Build Report window will open:

From here you will be able to build a new report of your own design. This is all of the information on your Yellow Sheet and you can select the fields you want displayed. You can select to include Flight Times, Approaches, Night Times etc.. Your new Report can be previewed at any time just by clicking the <Preview> button.

#### **7.4.2 Select**

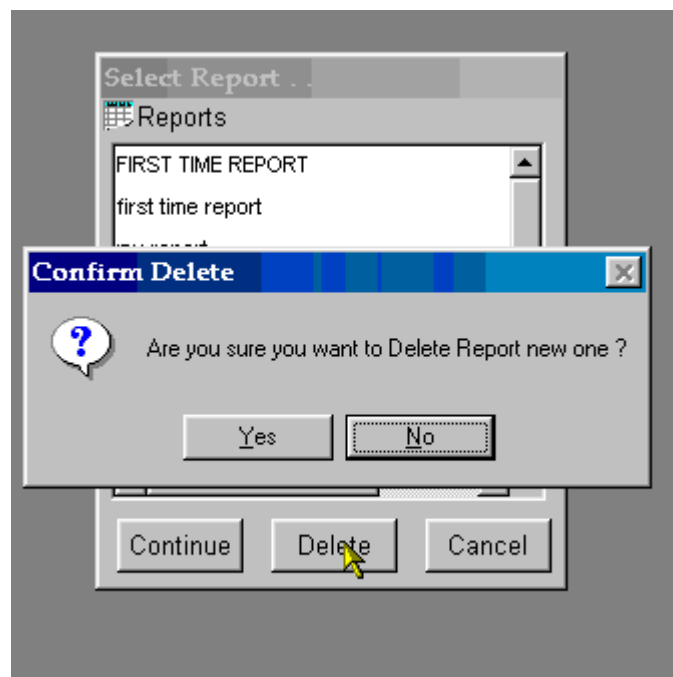
Select the Select option from the Spreadsheet menu option, the Select Report window will open:



Highlight the Report that you want to view and select <Continue>. The selected Report's window will open.

FIRST TIME REPORT								
990105							FIRST TIME REPORT	
Rank	Name	Syllabus	ACT	SCT	SIM	PREC	NON	AC
CAPT	MOONEY, S.	AH-1FMF7565	53.60	0	3.20	13	3	
CAPT	BUSSEL, D.	AH-1FMF7565	126.70	0	7.00	21	15	
CAPT	RICE, A.	AH-1FMF7565	59.60	0	0.30	3	0	
CAPT	POTRAZ, A.	UH1NFMFP75	105.40	0	0	9	1	
CAPT	GALLARDO, W.	AH-1FMF7565	123.70	0	1.50	6	2	
CAPT	ENGBERG, R.	AH-1FMF7565	127.50	0	4.50	15	6	
CAPT	PALOMBO, S. G.	AH-1FMF7565	91.10	0	4.50	9	1	
CAPT	SIMS, R.	AH-1FMF7565	0	0	0	0	0	
CAPT	LIPIEC, B.	AH-1FMF7565	106.20	0	5.50	22	13	
CAPT	TRUJILLO, S.	UH1NFMFP75	180.50	0	0	7	5	
CAPT	DUMA, D.	UH1NFMFP75	72.00	0	0	10	3	
CAPT	JOHNSON, M.	AH-1FMF7565	81.50	0	7.50	7	1	
CAPT	WISE, E.	UH1NFMFP75	162.00	0	0	10	5	
CAPT	BUTLER, A.	AH-1FMF7565	83.00	0	0	10	5	
CAPT	PAULL, J.	UH1NFMFP75	125.90	0	0	9	3	
CAPT	BORGSCULTE	AH-1FMF7565	0	0	0	0	0	

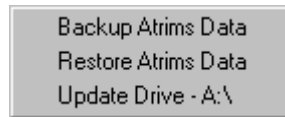
At the Select Report window, you also have the option to Delete a Report. Just highlight the Report or Reports you want to delete, select <Delete>, a confirmation message will appear:



Select <Yes> and another message will appear letting you know that the Report was deleted.

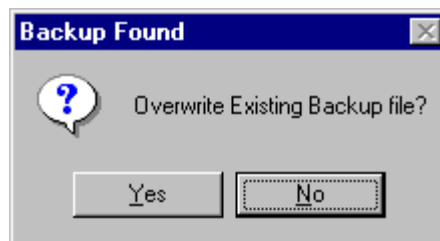
## **8.0 Utilities**

Select Utilities and you will be given three menu options to choose from:

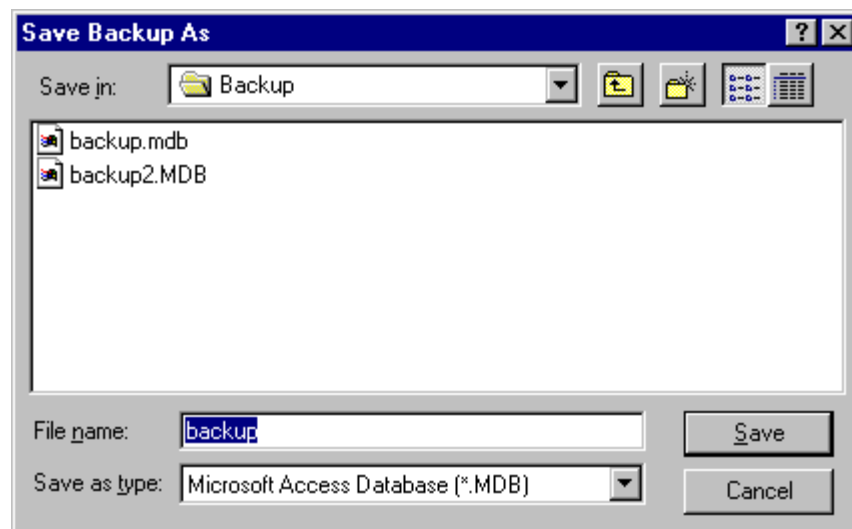


### **8.1 Backup Atrims Data**

Select Backup Atrims data, a confirmation message will appear:



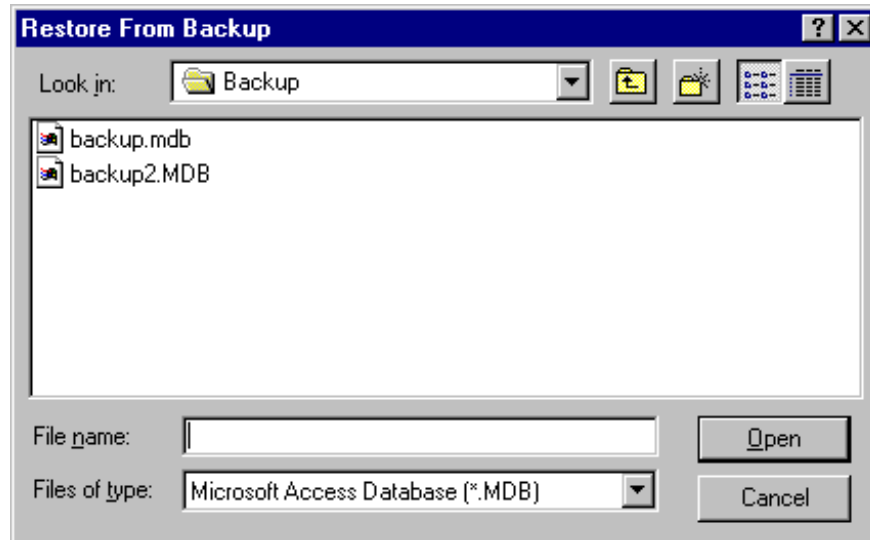
If you Selected 'Yes', the system will automatically save your backup to the directory that you installed your ATRIMS program on. A BACKUP folder is created at the time of installation. If you selected 'No', the system will bring in the following screen:



You can then indicate where you want to save the backup file, i.e., A:\ drive. Once you have chosen where to save the backup file, click on the '**SAVE**' button.

## 8.2 Restore Atrims Data

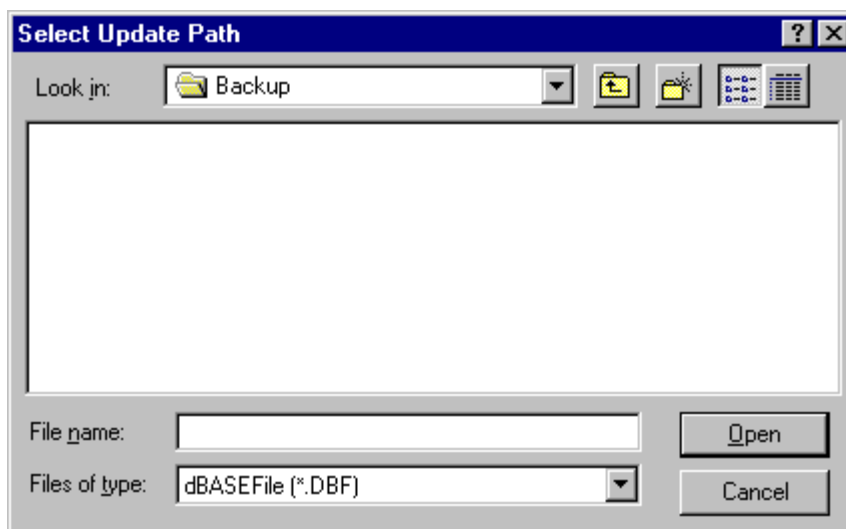
Select Restore Atrims Data from the menu, the Restore from Backup window will appear :



## 8.3 Update Drive.

This option sets the drive you will be using for loading data, doing backups and/or restores, etc. Set your update drive to whatever drive you will be assigning, i.e., Update Drive to A:\. This will set the drive and will remain the same until you change it.

**NOTE: You will need the NAVFLIRS update file in this directory. Select the NAVFLIRS update file, select 'OPEN'. Your new update directory will appear in the menu.**



## **9. Print.**

Print only sends the print command to your printer.